

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Single Record Student Database (SRSD)**

### **Data Field Descriptions**

### **Spring/End of Year 2004 Submission**

Questions?  
Contact: (517) 335-0505  
e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



**Information Regarding the Spring/EOY 2004 SRSD Submission  
SUMMARY OF MAJOR CHANGES**

Please note the following:

Changes that have been made to the SRSD Manual since the previous submission are noted in Arial font, with a dashed underline or by a strikethrough.

**Spring 2004**

*EARLY CHILDHOOD*

- Field 53 (Early Childhood Exit/Completion Reason). Revised field.

*OFFICE OF FIELD SERVICES*

- “Other” added to the Ethnic List of Countries and Languages.
- Field #31 (Supplemental Nutrition) added to the Fall collection cycle. There will be two collection cycles for this field: Fall and Spring. It will not be collected EOY.
- The submission cycle for Field #34 (Homeless) expanded from Spring only to Fall, Spring, and EOY.
- Field #71 (Enrollment), code ‘4’, “This LEP eligible student is enrolled in both a LEP and an ESL program or service” changed to “This LEP eligible student is enrolled in both a bilingual education and an ESL program.”
- The submission cycle for LEP (Limited English Proficient) Fields #71 through #79 (Field #73 remains a reserved field) expanded from Fall only to Fall, Spring, and EOY.
- The submission cycle for Field #80 (Immigrant/Refugee Program) and Field #81 (Country of Immigration) expanded from Spring only to Fall, Spring, and EOY.
- The submission cycle for Field #84 (Migrant Date of Qualifying Move) expanded from Fall only to Fall, Spring, and EOY.
- The submission cycle for Field #91 (TAS Instructional Services) and Field #92 (TAS Support Services) expanded from Spring only to Fall, Spring, and EOY.
- The submission cycle for Fields #94 (At-Risk Instructional Services) and Field #95 (At-Risk Support Services) expanded from Spring only to Fall, Spring, and EOY.

## **End of Year 2004**

### *OFFICE OF SPECIAL EDUCATION AND EARLY INTERVENTION SERVICES*

- Addition of new fields 47a – d and 48. Removal of current fields 47, 48 and 49.
- No longer a requirement to report Fields 112-120 (expulsion) when reporting a special education disciplinary infraction.

### *ADULT EDUCATION*

- Elimination of Fields #103-108. These become reserved fields.

For technical assistance with your data submission, please contact the DIT Education Help Desk at 517-335-0505 or [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

**INDEX OF PAGE EDITS**  
**Spring/End of Year 2004 SRSD**  
**DATA FIELD DESCRIPTIONS**

For your convenience, below is a list of the page numbers in the Spring/EOY 2004 Data Field Descriptions that contain edits, marked by strikethrough or dashed underlined Arial font.

<b>Page(s)</b>	<b>Field</b>	<b>Explanation</b>
p10	#4	(Resident LEA Number) blank for out-of-state students.
p12	#5	(School or Facility) No FTE for closed buildings
p28	#19	(Grade or Setting). Clarification for reporting Developmental Kindergarten
p28	#19	(Grade or Setting). Business rule for reporting Alternative Education
p31-32	#21	(Attendance). Instructions for non school-based. Business rules for exceptions added.
p39	#24	(Exit Date) may a future date only if codes = 01 through 06
p50-51	#29	Terminology change, "Gifted & Talented" become "Advanced & Accelerated"
p52	#29	Information about dependencies between Field #29 and other fields.
p55	#31	(Supp Nutrition) – Expansion of submission cycle
p60	#34	(Homeless) – Expansion of submission cycle
p64	#36	(Primary Disability). New codes, labels. Old codes accepted through EOY 2004.
p83	#47	Current Field #47 (# of times removed) retired beginning EOY 2004
p84	#48	Current Field #48 (Cumulative Days of Suspension) retired beginning EOY 2004
p85	#49	Current Field #49 (Method of Removal) retired beginning EOY 2004
p87		Instructions for new fields 47a-d and 48 (beginning EOY 2004)
p89	#47a	New Field #47a (beginning EOY 2004)
p90	#47b	New Field #47b (beginning EOY 2004)
p91	#47c	New Field #47c (beginning EOY 2004)
p92	#47d	New Field #47d (beginning EOY 2004)
p93	#48	New Field #48 (beginning EOY 2004)
p94	#49	New Field #49 (reserved) (beginning EOY 2004)
p100	#53	Revised Field #53 (Early Childhood Exit Reason)
p130-131	#69	Terminology change, "Gifted & Talented" become "Advanced & Accelerated"
p136	#71	(LEP Enrollment) – Expansion of submission cycle, definitional changes
p137	#72	(LEP Classification Method) – Expansion of submission cycle
p138	#74	(Country of Origin) – Expansion of submission cycle
p140	#75	(Primary Language) – Expansion of submission cycle
p142	#76	(ELP Test) – Expansion of submission cycle
p145	#77	(Test Score) – Expansion of submission cycle
p146	#78	(LEP Exit Reason) – Expansion of submission cycle
p147	#79	(Date Exited) – Expansion of submission cycle
p148	#80	(Immigrant/Refugee Program) – Expansion of submission cycle
p149	#81	(Country of Immigration) – Expansion of submission cycle
p152		Addition of “Armenia/Armenian” to list
p156		Addition of “Other” to list
p165	#84	(Migrant, Date of Qualifying Move) Expansion of submission cycles
p172	#91	(TAS Instructional Services) – Expansion of submission cycle
p173	#92	(TAS Support Services) – Expansion of submission cycle
p174	#94	(At-Risk Instructional Services) – Expansion of submission cycle
p177	#95	(At-Risk Support Services) – Expansion of submission cycle
p191	#103-108	Elimination of previous Adult Ed Performance Objective Fields #103-108
p200	#112-120	Clarification and information regarding suspension and expulsion.
p219	#125	New code for Field #125 (breaking apart out-of-state and international students).
p220	#125	Definition of new codes.
p221	#125	Programming edits for out-of-state students

## Field 1: Operating ISD/ESA Number

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character, right-justified, zero fill
<b>Record position/type:</b>	001-002, integer
<b>Warehouse name/type:</b>	OperatingIsdEsa
<b>SIF Tag:</b>	◇
<b>Code/format:</b>	Official School Code Master (NN)
03	Allegan ISD
04	Alpena-Montmorency-Alcona ESD
08	Barry ISD
09	Bay-Arenac ISD
11	Berrien ISD
12	Branch ISD
13	Calhoun ISD
14	Lewis Cass ISD
15	Charlevoix-Emmet ISD
16	Cheboygan-Otsego-Presque Isle ISD
17	Eastern Upper Peninsula ISD
18	Clare-Gladwin ISD
19	Clinton County RESA
21	Delta-Schoolcraft ISD
22	Dickinson-Iron ISD
23	Eaton ISD
25	Genesee ISD
27	Gogebic-Ontonagan ISD
28	Traverse Bay Area ISD
29	Gratiot-Isabella RESD
30	Hillsdale ISD
31	Copper Country ISD
32	Huron ISD
33	Ingham ISD
34	Ionia ISD
35	Iosco ISD
38	Jackson ISD
39	Kalamazoo Valley ISD
41	Kent County ISD
44	Lapeer ISD
46	Lenawee ISD
47	Livingston ESA
50	Macomb ISD
51	Manistee ISD
52	Marquette-Alger ISD
53	Mason-Lake ISD
54	Mecosta-Osceola ISD
55	Menominee ISD

56	Midland County ESA
58	Monroe ISD
59	Montcalm Area ISD
61	Muskegon Area ISD
62	Newaygo ISD
63	Oakland ISD
64	Oceana ISD
70	Ottawa ISD
72	COOR ISD
73	Saginaw ISD
74	St. Clair ISD
75	St. Joseph ISD
76	Sanilac ISD
78	Shiawassee Regional ESD
79	Tuscola ISD
80	Van Buren ISD
81	Washtenaw ISD
82	Wayne County RESA
83	Wexford-Missaukee ISD
84	State of Michigan agencies (e.g., Family Independence Facility, Corrections, Department of Community Health)

**Definition:** These codes are the state assigned ISD/ESA numbers. Enter into the field the code of the ISD/ESA that has the operating district or program the student is attending. If the student is attending an ISD/ESA outside of the resident ISD/ESA, use the code for the operating ISD/ESA in which the student is attending.

Send questions or comments regarding this field to [SCM@michigan.gov](mailto:SCM@michigan.gov).

**Common entry errors:** Wrong operating district codes in this field.

**Programming edits:** When the ISD code is out of range or blank, a *fatal error* is reported.

Fatal errors occur when the field is blank or contains an invalid number.

Message: Operating ISD/ESA number is blank or is not a valid ISD/ESA number. Check the School Code Master (<http://meis.cepi.state.mi.us/scm/>) for the correct number. Note: Single-digit numbers must have a leading zero.

Warning (none)

## Field 2: County Code

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character, right-justified, zero fill
<b>Record position/type:</b>	003-004, integer
<b>Warehouse name/type:</b>	CountyOfOperatingDistrictCode
<b>SIF Tag:</b>	◇
<b>Code/format:</b>	County Code Numbers (NN)

01 Alcona County	39 Kalamazoo County	77 Schoolcraft County
02 Alger County	40 Kalkaska County	78 Shiawassee County
03 Allegan County	41 Kent County	79 Tuscola County
04 Alpena County	42 Keweenaw County	80 Van Buren County
05 Antrim County	43 Lake County	81 Washtenaw County
06 Arenac County	44 Lapeer County	82 Wayne County
07 Baraga County	45 Leelanau County	83 Wexford County
08 Barry County	46 Lenawee County	
09 Bay County	47 Livingston County	
10 Benzie County	48 Luce County	
11 Berrien County	49 Mackinac County	
12 Branch County	50 Macomb County	
13 Calhoun County	51 Manistee County	
14 Cass County	52 Marquette County	
15 Charlevoix County	53 Mason County	
16 Cheboygan County	54 Mecosta County	
17 Chippewa County	55 Menominee County	
18 Clare County	56 Midland County	
19 Clinton County	57 Missaukee County	
20 Crawford County	58 Monroe County	
21 Delta County	59 Montcalm County	
22 Dickinson County	60 Montmorency County	
23 Eaton County	61 Muskegon County	
24 Emmet County	62 Newaygo County	
25 Genesee County	63 Oakland County	
26 Gladwin County	64 Oceana County	
27 Gogebic County	65 Ogemaw County	
28 Grand Traverse County	66 Ontonagon County	
29 Gratiot County	67 Osceola County	
30 Hillsdale County	68 Oscoda County	
31 Houghton County	69 Otsego County	
32 Huron County	70 Ottawa County	
33 Ingham County	71 Presque Isle County	
34 Ionia County	72 Roscommon County	
35 Iosco County	73 Saginaw County	
36 Iron County	74 St. Clair County	
37 Isabella County	75 St. Joseph County	
38 Jackson County	76 Sanilac County	

**Definition:** Enter the county code with which the district in Field #3 is affiliated.

Send questions or comments regarding this field to [SCM@michigan.gov](mailto:SCM@michigan.gov).

**Programming edits:** When the county code is out of range or blank, a *fatal error* is reported.

Fatal errors occur when the field is blank or contains an invalid number.

Message: County Code number is blank or is not a valid number. Please check the School Code Master (<http://meis.cepi.state.mi.us/scm/>) for the correct number. Note: Single-digit numbers must have a leading zero.



## Field 3: Operating District Number

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Five-character, right-justified, zero fill, leading zero
<b>Record position/type:</b>	005-009, integer
<b>Warehouse name/type:</b>	OperatingDistrict
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Official School Code Master (NNNNN)

**Definition:** This is the state-assigned, five-digit code for the district submitting the student data. It is the district to which any applicable funds (state or federal) will be sent. All students for whom the district receives any state or federal funds should be reported.

Every student record for a single district should have the same operating district number. The operating district may, however, differ from the resident LEA number (Field #4).

The School Code Master can be found at: [www.meis.mde.state.mi.us](http://www.meis.mde.state.mi.us).

Send questions or comments regarding this field to [SCM@michigan.gov](mailto:SCM@michigan.gov).

**Common entry errors:** Wrong LEA or ISD number; not in the official School Code Master.

**Programming edits:** When the LEA or ISD code is wrong or blank, a *fatal error* is reported.

Fatal errors occur when the field is blank or contains an invalid number.

Message: Operating District number is blank or is not a valid district number. Check the School Code Master ([www.meis.mde.state.mi.us/scm](http://www.meis.mde.state.mi.us/scm)) for the correct number. Note: Four-digit numbers must have a leading zero.

Warning (none)

## Field 4: Resident LEA Number

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Five-character, right-justified, zero fill, leading zero
<b>Record position/type:</b>	010-014, integer
<b>Warehouse name/type:</b>	ResidentLEA
<b>SIF Tag:</b>	◁
<b>Code/format:</b>	Official School Code Master (NNNNN)

**Definition:** This is the state-assigned, five-digit code for the district in which the student resides. This number may differ from the operating district if a student is enrolled in multiple districts (with total Full-Time Equivalency (FTE) less than or equal to 1.00). The two numbers may also differ if a student takes part in schools of choice, charter schools, or certain other programs.

For Public School Academies (PSAs), the resident Local Education Agency (LEA) number is the five-digit code of the public school district in which the student resides. For instance, if a PSA student lives within the boundaries of the Detroit Public Schools, then the resident LEA number is Detroit's five-digit code. In the case of juvenile detention facilities operated by the ISD, the resident LEA number is the district in which the facility is located.

The School Code Master can be found at: <http://meis.cepi.state.mi.us/scm>.

Send questions or comments regarding this field to [CEPI-SCM@michigan.gov](mailto:CEPI-SCM@michigan.gov).

**Common entry errors:** Wrong LEA number.

**Programming edits:** The resident LEA number must **not** equal the operating district number for PSA students. When the LEA code is wrong, or if Field #4 is blank and Field #125 is not in the 3<sup>rd</sup> position (out-of-state student), a *fatal error* is reported.

Fatal errors occur when the field is blank or contains an invalid number. For PSAs, this field must contain an actual LEA number. It cannot contain: '00000,' an ISD number, a PSA number, nor can it be the same as the "Operating District Number" (Field #3).

Message: Resident LEA number is blank or is not a valid number. Check the School Code Master (<http://meis.cepi.state.mi.us/scm/>) for the correct number. Note: Single-digit numbers must have a leading zero. Also, the resident LEA number must not equal the operating district number for PSA students.

Warning (none)

## Field 5: School or Facility

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Five-character, right-justified, zero fill, leading zero
<b>Record position/type:</b>	015-019, integer
<b>Warehouse name/type:</b>	SchoolUnit
<b>SIF Tag:</b>	◁
<b>Code/format:</b>	Official School Code Master (NNNNN)

**Definition:** These codes are the state-assigned numbers in the official School Code Master. *This field is the primary key (i.e., the relational link) to all five core data sets in the MEIS warehouse.* Send questions or comments regarding this field to [SCM@michigan.gov](mailto:SCM@michigan.gov).

**Schools:** For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical building) that generally can be defined by eight characteristics:

- Administrators. A school has one or more administrators or directors, usually called a principal(s) who reports to a district-level superintendent or assistant superintendent.
- Teachers. A school has one or more persons certified to provide K–12 instruction.
- Students. A school has one or more students in grades K–12.
- Curriculum. Instruction is based on a systematic framework or approach according to grade level and content. A school includes a curriculum for one or more grades, usually from kindergarten through twelfth grade. In some cases, schools include specialized curricula for targeted populations of students.
- Hours of instruction. A school satisfies the minimum number of days and clock hours of instruction as required by law.
- Compliance with Michigan Compiled Laws. The administrator of a school is responsible for ensuring the school's compliance with Michigan Compiled Laws. A school complies with or satisfies the regulations and policies, educational and otherwise, of the state of Michigan. It is the school that takes responsibility for implementing federal and state laws as well as local school board policy.
- Membership. A school submits the appropriate data to the central office administration for calculation and submission of pupil membership for State School Aid.
- Assessment. A school administers the Michigan Educational Assessment Program (MEAP) or an alternate assessment at benchmarked grades.

**Programs:** Programs are different from schools. The following are generally true about a program:

- The primary purpose is education.
- The administrator, supervisor, coordinator, or director reports to a principal or another administrator, usually not to the district superintendent.
- Teachers may have special endorsements beyond those normally required for K–12 education.
- Students are referred by another public agency/school and are expected to enter or return to general education.
- Students are a targeted or special population, expected to remain for a limited duration, and attend on a part-time basis.
- The curriculum may be modified to cover only a selected portion of the standard K–12 curriculum based on the targeted population.
- The location does not administer the MEAP at benchmarked grades.
- The location does not offer a general education diploma (if 9–12).
- The location does not receive school accreditation.

When programs are located in a school, they use the same code as the school. At times, programs may be located in ancillary facilities. For example, preschool programs may be in a previously closed elementary school, an automotive program in a bus compound, or an alternative education program in the wing of a district detention center.

**Ancillary Facilities:** There are many ancillary facilities that serve a variety of purposes in districts. Ancillary facilities may house instructional programs (e.g., day care programs in hospitals, alternative education programs in a community center) or they may be non-instructional facilities (e.g., field houses, bus garages, etc.). Ancillary facilities may receive a code.

Facilities called schools are the physical settings where instruction occurs. The physical and administrative boundaries of a school need not be identical. For example, multiple schools may be located in one facility, such as when both elementary and secondary grade levels are located in the same facility. In this example, if administered separately, elementary and secondary levels would be considered separate schools (e.g., K–8, 9–12), each having its own unique School Code Master (SCM) number. When both elementary and secondary levels are administered as a single unit (e.g., K–12), collectively they represent one school and have one SCM number. It is possible that a physical facility itself may not be one building but a cluster of structures connected together with plumbing, sanitary, heating, ventilation, mechanical, electrical, communication and technology systems, or built-in equipment.

**Programming edits:** When the school code is blank or not in the official School Code Master, a *fatal error* is reported. It must also be within the “Operating District Number” (Field #3).

Any non-public school code number is a legitimate number for any ISD or LEA/PSA. Further, ISDs may report the school code for buildings in any of their constituent districts.

No FTE may be claimed for buildings reported as closed as of the most recent count date.

Fatal errors occur when the School Code Master number is blank, or if the School Code Master number is not an official number for the operating district.

Message: The School Code Master number is either blank or is not an official number for the operating district. Please check the School Code Master (<http://meis.cepi.state.mi.us/scm/>) for the correct number.

Note: Four-digit numbers must become five-digit numbers by adding a leading zero.

Warning (none)

## Field 6: Student's Last Name

**Submission date:** Fall, Spring and EOY

**Field specifications:** 25-character, left-justified

**Record position/type:** 020-044, alpha

**Warehouse name/type:** StudentLastName

**SIF Tag:** <Name/LastName>

**Code/format:** Student's last/surname (Smithbbbbbbbbbbbbbbbbbbbb)

If the student's last name is longer than 25 letters, place the first 25 letters of the student's last name in this field and truncate the remaining characters. If the student's last name is less than 25 letters, place the entire last name in this field padded with blanks.

**Definition:** Always record the student's name as it appears on a birth certificate or legal document presented at time of enrollment.

**Common entry errors:** Student's last name is spelled incorrectly or differently from the previous data submission.

**Programming edits:** If field is left blank, a *fatal error* will be reported.

Fatal errors occur when the field is blank, or the student's last name contains a non-Roman alphabetical or numeric (0-9) character. Note: Apostrophe, dash, period, comma, and space are accepted. Underscores are not accepted.

Message: Student's last name contains a character that is outside acceptable parameters. Please verify that the name is correctly spelled.

Warning (none)

## Field 7: Student's First Name

**Submission date:** Fall, Spring and EOY

**Field specifications:** 15-character, left-justified

**Record position/type:** 045-059, alpha

**Warehouse name/type:** StudentFirstName

**SIF Tag:** <Name/FirstName>

**Code/format:** Student's first name (Jamesbbbbbbbbbb)

If the student's first name is longer than 15 letters, place the first 15 letters of the student's first name in this field and truncate the remaining characters. If the student's first name is less than 15 letters, place the entire first name in this field padded with blanks.

**Definition:** A name given at birth, baptism, naming ceremony, or through a legal change. Do **not** use nicknames or abbreviated names.

**Common entry errors:** Student's first name is spelled incorrectly or differently from the previous data submission.

**Programming edits:** If field is left blank, a *fatal error* is reported.

Fatal errors occur when the field is blank, or the student's first name contains a non-Roman alphabetical or numeric (0-9) character. Note: Apostrophe, dash, period, comma, and spaces are accepted. Underscores are not accepted.

Message: Student's first name contains a character that is outside acceptable parameters. Please verify that the name is correctly spelled.

Warning (none)

## Field 8: Student's Middle Initial

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character, alpha, space accepted
<b>Record position/type:</b>	060, alpha
<b>Warehouse name/type:</b>	StudentMiddleInitial
<b>SIF Tag:</b>	<Name/MiddleName>
<b>Code/format:</b>	Student's middle initial (A)

**Definition:** If the student does not have a middle initial, fill this field with a space. Many students do not have a middle initial; therefore, the field is frequently blank.

**Programming edits:** Only alphabetic characters (A-Z, a-z) or a space accepted.

Fatal Error occurs if character is other than alphabetic or a space.

## Field 9: Date of Birth

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	061-070, integer with slashes
<b>Warehouse name/type:</b>	DateOfBirth
<b>SIF Tag:</b>	<BirthDate>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The date of birth is the date as it appears on a birth certificate or other legal document presented at time of enrollment.

**Common entry errors:** The entry of the current year instead of the birth year.

**Programming edits:** If the birth date is blank, out of range, or not a valid date, a *fatal error* is reported.

Fatal errors occur when the field is left blank, contains an invalid date (e.g., 14/04/2001, 04/38/1957), or contains invalid date characters (e.g., letters instead of numbers).

Message: Date of birth is blank, out of range, or not a valid date.

Warning (none)



## Field 10: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** 10-character

**Record position/type:** 071-080

**Warehouse name/type:**

**SIF Tag:** <>

**Code/format:** Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 11: Gender

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	081, alpha
<b>Warehouse name/type:</b>	GenderCode
<b>SIF Tag:</b>	<Gender>
<b>Code/format:</b>	This is a one-position field (A). Not case sensitive.  M Male F Female

**Definition:** Indicate if student is male or female. Use code M when the student is a male. Use code F when the student is a female.

**Common entry errors:** The field is left blank.

**Programming edits:** If the code is out of range or blank, a *fatal error* is reported.

Fatal errors occur when blank, or anything other than 'M,' 'm,' 'F,' or 'f' is encountered.

Message: Gender is blank or contains an invalid value.

Warning (none)

## Field 12: City or Place of Birth

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	20-character, left-justified
<b>Record position/type:</b>	082-101, alphanumeric
<b>Warehouse name/type:</b>	PlaceOfBirth
<b>SIF Tag:</b>	<PlaceOfBirth>
<b>Code/format:</b>	Student's place of birth on birth certificate (TraverseCitybbbbbbb)  If the student's place of birth is longer than 20 letters, place the first 20 letters of the student's place of birth in this field and truncate the remaining characters. If the student's place of birth is less than 20 letters, place the entire name in this field padded with blanks.

**Definition:** Enter the city or place of birth just as it appears on the student's birth certificate. When the city of birth cannot be verified, then the county or township of birth is to be used; when the city, county, or township is not verifiable, then the country of birth is to be used. In many cases the city of birth will be the city where the hospital is located. If the student was adopted, the city or place of adoption is acceptable.

The sequence of documentation used to verify place of birth is as follows:

- Birth certificate (certified copy)
- Birth certificate (uncertified copy)
- Baptismal certificate (indicating place of birth)
- Court record
- Government record (passport, military, immigration)
- Doctor or hospital record with sworn statement
- Life insurance policy
- Family record

**Common entry errors:** City or place of birth is spelled incorrectly. When submitting City, do not submit both city and place (i.e., state or country). For example, submit "Traverse City" (correct) not "Traverse City, Michigan" (incorrect); "Paris" (correct) not "Paris, France" (incorrect), "Muskegon" (correct) not "Muskegon, MI" (incorrect).

**Programming edits:** If this field is left blank, a fatal error will be reported.  
Fatal errors occur when blank.

Message: City or place of birth is missing.

Warning (none)

## Field 13: Street Address

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	20-character, left-justified
<b>Record position/type:</b>	102-121, alphanumeric
<b>Warehouse name/type:</b>	Address
<b>SIF Tag:</b>	<Street/StreetNumber>
<b>Code/format:</b>	Student's Street Address

**Definition:** This code is the street address where the student lives at the time of reporting or the student's last known street address of residence. The following U.S. postal abbreviations are from the U.S. Zip Code Manual and *may* be used as street designators.

Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
Alley	ALY	Forks	FRKS	Plain	PLN
Annex	ANX	Fort	FT	Plains	PLNS
Arcade	ARC	Freeway	FWY	Plaza	PLZ
Avenue	AVE	Gardens	GDNS	Point	PT
Bayou	BYU	Gateway	GTWY	Port	PRT
Beach	BCH	Glen	GLN	Prairie	PR
Bend	BND	Green	GRN	Radial	RADL
Bluff	BLF	Grove	GRV	Ranch	RNCH
Bottom	BTM	Harbor	HBR	Rapids	RPDS
Boulevard	BLVD	Haven	HVN	Rest	RST
Branch	BR	Heights	HTS	Ridge	RDG
Bridge	BRG	Highway	HWY	River	RIV
Brook	BRK	Hill	HL	Road	RD
Burg	BG	Hills	HLs	Row	ROW
Bypass	BYP	Hollow	HOLW	Run	RUN
Camp	CP	Inlet	INLT	Shoal	SHL
Canyon	CYN	Island	IS	Shoals	SHLS
Cape	CPE	Islands	ISS	Shore	SHR
Causeway	CSWY	Isle	ISLE	Shores	SHRS
Center	CTR	Junction	JCT	Spring	SPG
Circle	CIR	Key	KY	Springs	SPGS
Cliffs	CLFS	Knolls	KNLS	Spur	SPUR
Club	CLB	Lake	LK	Square	SQ
Corner	COR	Lakes	LKS	Station	STA
Corners	CORS	Landing	LNDG	Stravenue	STRA
Course	CRSE	Lane	LN	Stream	STRM
Court	CT	Light	LGT	Street	ST
Courts	CTS	Loaf	LF	Summit	SMT
Cove	CV	Locks	LCKS	Terrace	TER
Creek	CRK	Lodge	LDG	Trace	TRCE
Crescent	CRES	Loop	LOOP	Track	TRAK
Crossing	XING	Mall	MALL	Trafficway	TRFY
Dale	DL	Manor	MNR	Trail	TRL
Dam	DM	Meadows	MDWS	Trailer	TRLR
Divide	DV	Mill	ML	Tunnel	TUNL
Drive	DR	Mills	MLS	Turnpike	TPKE
Estates	EST	Mission	MSN	Union	UN
Expressway	EXPY	Mount	MT	Valley	VLY
Extension	EXT	Mountain	MTN	Viaduct	VIA
Fall	FALL	Neck	NCK	View	VW
Falls	FLS	Orchard	ORCH	Village	VLG
Ferry	FRY	Oval	OVAL	Ville	VL
Field	FLD	Park	PARK	Vista	VIS
Fields	FLDS	Parkway	PKWY	Walk	WALK
Flats	FLTS	Pass	PASS	Way	WAY
Ford	FRD	Path	PATH	Wells	WLS
Forest	FRST	Pike	PIKE		
Forge	FRG	Pines	PNES		
Fork	FRK	Place	PL		

**Programming edits:** Error check to ensure that the student has an address, unless the student is “Homeless” (Field #34).

Fatal errors occur when this field is blank, unless Field #34: Homeless has a value.

Message: Student address is missing.

## Field 14: Name of City or Town

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	20-character, left-justified
<b>Record position/type:</b>	122-141, alpha
<b>Warehouse name/type:</b>	CityTown
<b>SIF Tag:</b>	<City>
<b>Code/format:</b>	Student's City or Town (AAAAAAAAAAAAAAAAAAAAA)

**Definition:** Indicate the name of the city or town where the student lives at the time of reporting or the student's last known city or town of residence.

**Programming edits:** Error check to ensure that the student has an address, unless the student is "Homeless" (Field #34).

Fatal errors occur when this field is blank, unless Field #34: Homeless has a value.

Message: Student address is missing.

## Field 15: Zip Code

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character, with dash, left-justified
<b>Record position/type:</b>	142-151, integer
<b>Warehouse name/type:</b>	ZipCode
<b>SIF Tag:</b>	<PostalCode>
<b>Code/format:</b>	Student's Zip Code (NNNNN-NNNN)

**Definition:** This is the zip code of the location where the student lives at the time of reporting or the last known code of residence. If there is no four-digit code, pad with five blanks (NNNNNbbbbbb).

**Programming edits:** Error check to ensure that the student has an address, unless the student is "Homeless" (Field #34).

Fatal errors occur when this field is blank, unless Field #34: Homeless has a value.

Message: Student address is missing.

## Field 16: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** One-character

**Record position/type:** 152

**Warehouse name/type:** StuOptFld

**SIF Tag:** <>

**Code/format:** Pad with blanks

**Definition:** This is reserved for future use.

No fatal error.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.



## Field 17: Student ID Number (Membership)

**Submission date:** Fall, Spring and EOY

**Field specifications:** 20-character, blanks accepted, left-justified.

**Record position/type:** 153-172, alphanumeric

**Warehouse name/type:** StudentId

**SIF Tag:** <OtherID>

**Code/format:** District student ID number

**Definition:** The student's Social Security number **or** the local district's student ID number may be placed in this field (with leading blanks). This is different from the unique identification code (UIC) in Field #124 generated by the Center for Educational Performance and Information (CEPI) as the student identifier.

**Programming edits:** None at this time.

No fatal error.

## Field 18: FTE in General Education (Membership)

<b>Submission date:</b>	Fall and Spring
<b>Field specifications:</b>	Four-character, decimal, blanks not accepted
<b>Record position/type:</b>	173-176, decimal
<b>Warehouse name/type:</b>	GeneralFTE
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	0.00 to 1.00 (N.NN) with a default code
<b>Default code:</b>	0.00

**Definition:** Refer to Section 6 of the current State School Aid Act and the Michigan Department of Education's Pupil Accounting Manual for Full Time Equivalency (FTE) instructions. Enter the FTE in this field. A student's FTE may range from 0.00 to 1.00 (both tenths or hundredths are allowed as long as the district is consistent in the use of either one).

**Common entry errors:** The field is left blank.

**Programming edits:** If the field is left blank, is less than 0.00, or greater than 1.00, a *fatal error* is reported. Error check against "Date of Birth" (Field #9) to ensure that 0.00 FTE is being claimed when the student is less than 5 years of age on or before December 1, or 20 or more years of age on September 1; or if the student is in special education (Field #29, code 010000000) and over 26 years of age as of September 1.

Fatal errors occur when this field is left blank, greater than 1.00, or less than 0.00. Fatal errors occur when more than 0.00 FTE is being claimed when the student is less than 5 years of age on or before December 1, more than 20 years of age on September 1, or if the student is in special education and more than 26 years of age as of September 1.

If an ISD uses a "Student Residency" (Field #30) code of 06, 09, 11, or 14 and this field is >0.00 FTE, a fatal error is reported.

Message: FTE in General Education is blank, less than 0.00, or greater than 1.00, or should not be claimed on this student. Note: Blanks are not accepted for this field. The default is '0.00.'

Warning (none)

## Field 19: Grade or Setting

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character, leading zero
<b>Record position/type:</b>	177-178, integer
<b>Warehouse name/type:</b>	GradeSetting
<b>SIF Tag:</b>	<EducationalLevel>
<b>Code/format:</b>	This is a two-position field.

### *Grade Level:*

00	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade

### *Educational Setting:*

13	Alternative Education
14	Special Education
20	Adult Education

**Definition:** Identify the grade level or the educational setting in which the student is enrolled. As a general rule, students enrolled in K-12 general education are within two years of their chronological age minus five ( $[\text{chronological age} - 5] \pm 2 = \text{grade level}$ ). If the student is in a self-contained special education setting, meaning that special education services are received in the context of an otherwise K-12, general education setting (see definition below for special education setting), use the age-appropriate grade placement. For students in a multi-age setting, use the appropriate grade level. For students beyond age appropriate grade level, use the correct educational setting. Do not use code 13 for Alternative Education unless the setting is also ungraded.

For Alternative Education, use Field 19 to report the appropriate grade level for students currently participating in alternative education and report alternative education status in Field 125. Use code 13 in Field 19 **only** if the alternative education setting in which the student is currently participating is ungraded (these are typically settings in which students do not take the MEAP exam).

*Grade Level:*

- 00 Kindergarten. Any one- or two-year program prior to first grade that meets the membership eligibility requirements of 5 years of age on or before December 1 and is a 549-hour program. If the setting is a developmental/retention kindergarten (DK) for which FTE is being claimed, in addition to being reported in Field #19, the student should also be reported in Field #125, second position. [NOTE: Pre-Kindergarten Early Childhood programs do not include DK. Early Childhood programs are reported in Field #52].
- 01-12 Grade 1 through Grade 12.

*Educational Setting:*

- 13 Alternative Education. This is a public-school, alternative educational setting as defined by the Michigan Department of Education. In general, alternative education:
- Addresses needs of students that typically cannot be met in general education;
  - Provides non-traditional curriculum, often consistent with a student's learning style;
  - Functions as an adjunct to the general education curriculum; and/or
  - Falls outside of the categories of regular, special, career and technical, or vocational education.
- If Field #19 = '13', then Field #125, first position, must also contain a '1'.
- 14 Special education setting. A special program where the student could **not** be age-appropriately placed in a grade level. **Note:** If FTE for the student is being claimed in special education as well as general education, then this field must contain a grade level for the special education student (code 14 cannot be used).
- 20 Adult education. A full-time-equated participant enrolled and attending a Department-approved, adult basic-education program; an English-as-a-second-language program; a general-education, development test-preparation program; a job- or employment-related program; or a high school completion program; and who meets the eligibility requirements as defined in Section 107 of the State School Aid Act.

**Programming edits:** If the code is out of range, a *fatal error* is reported. If the field is blank, ensure that either Field #52 or Field #54 is filled. Possible edits at a district level might include comparing grade levels to a valid age. For example, a K-12 student could not be older than 26 (a fatal error); a typical first grader is between ages 5 and 7 (out-of-range is a warning).

Fatal errors occur when field is blank and both Field #52: Early Childhood and Field #54: Early-On<sup>®</sup> are blank, out of range, or invalid numbers.

Fatal errors occur if the student's grade is code 14: Special Education or code 20: Adult Education, and Field #18: FTE in General Education is >0.00.

Fatal errors occur when this field is blank, and Field #18: FTE in General Education is >0.00.

Fatal error occurs if Field #19 = '13' and Field #125, first position, does not contain a '1'.

Message: Grade or Setting is either blank or contains an invalid number. Note: Field #19 may be blank if Field #52 or Field #54 contains data.

Warning (none)

## Field 20: Date of Enrollment

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	179-188, integer with slashes
<b>Warehouse name/type:</b>	EnrollmentDate
<b>SIF Tag:</b>	<EntryDate>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The Month, day, and year of the first day the student enrolled in school (or a program) in that district. If a student leaves a district and returns, use the new re-enrollment date.

**Common entry errors:** Placing the current date in the field rather than the date the student first enrolled.

**Programming edits:** If the enrolled date is out of range, blank, or not a real date, a *fatal error* is reported. The enrolled date should precede or be on the Date of Count (Field #123) if FTE is being claimed.

Fatal errors occur when the field is blank, contains an invalid date (e.g., 14/04/01 or 04/38/57), contains invalid date characters (e.g., letters instead of numbers), or Date of Enrollment is earlier than Date of Birth.

Fatal errors occur when this date field is greater than Field #123: Date of Count and the FTE in Fields #18, #40, or #41 is greater than 0.00.

Note: Date of Enrollment can be later than Field #38: Date of IEP/Temporary Placement, Field #39: Date of MET, or Field #55: Date of IFSP for Part C.

Message: Date of Enrollment is blank, out of range, or not a valid date.

Warning (none)

## Field 21: Attendance

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Seven-character (with slash)
<b>Record position/type:</b>	189-195, integer with slash
<b>Warehouse name/type:</b>	AttendanceActual/AttendanceScheduled
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Three numbers with a slash followed by three numbers (NNN/NNN). This field should be blank when not required.

**Definition:** The three characters before the slash represent the number of days the student actually attended. The three characters after the slash represent the total possible days in attendance from the first day of school, the date of new enrollment, or beginning of a program (e.g., summer school). (See Field #20 for more information on date of enrollment to the count day. For the EOY count day, use the last day of school, not including summer school.) **This field does not address instructional days or clock hours. For services that are not school-based (e.g., services provided in the home), report how many days out of the days available that the student received services.**

Attendance data is not required for the following: Early Childhood , non-public, juvenile detention, adult education, Early Childhood Developmental Delay (formerly PPI), Early Childhood Special Education Program, and Early On.

For example, the end date for the fall SRSD data submission would be the official fall count date in September. For students who enrolled on the first day of school, the possible attendance days would then equal the number of days that students were expected/required to attend between the first day of school and the count date. Using this example, if a student exits the school between count dates, then the possible attendance days would then equal the number of days that students were expected/required to attend between the first day of school and the date that this student exited (Field #24). When a student enrolls after the first day of school, the days preceding the enrollment date are not counted in possible attendance. If a student exits and re-enrolls between count dates, then the total number of days enrolled would be the number of possible days.

Students in the same grades, but different buildings, may have different possible days of attendance. If a student transfers to a different school within the district during the school year, or the student is enrolled in two buildings within the same district, then attendance days should be combined across the different schools for reporting. (This means that attendance in either building would be considered as a day in attendance.) If a student is enrolled in two different districts, then the possible days for each district would equal the expected/required days for each district only.

Attendance for any part of the school day may be counted as a day in attendance. Participation in half-day kindergarten, special education for pre-primary-aged students, or any other pupil program is to be reported as a day in attendance. In-school suspensions are considered days in attendance. Expulsions and out-of-school suspensions are considered absences.

**Programming edits:** Fatal errors occur if the three numbers before the slash are greater than the three numbers after the slash or when Fields #18, #40, or #41 > 0.00 and Field #21 is blank ('blank' = 7 spaces

or 3 spaces followed by a slash followed by 3 spaces ) or when Fields #18, #40, or #41 > 0.00 and attendance actual = '000'. In addition to adult education participants, this rule excludes Early Childhood, non-public, juvenile detention, Early Childhood Special Education, and Early On

Early Childhood (those students reported in Field #52) and adult education students will pass error check by virtue of the fact that no general education or special education FTE is being claimed. Non-public students are those students reported as '04' or '08' in Field #30. Juvenile detention students are those reported as '09' or '12' in Field #30. Early Childhood Special Education Program are those students reported as code '191' or '270' in Field #42. Early On are those students reported in the third position of Field #29.

Warning (none)



## Field 22: Racial/Ethnic Code

**Submission date:** Fall, Spring and EOY

**Field specifications:** Six-character, blanks not accepted

**Record position/type:** 196-201, integer

**Warehouse name/type:** RacialEthnicCode

**SIF Tag:** <Ethnicity>

**Code/format:** This is a unique six-position field using any combination of “0” through “6” in the proper position (NNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a 1 and the second choice is a 2, etc. For example, a person whose primary racial/ethnic choice is Asian American would receive a code of 010000. If the same person was also White, they would receive the code of 010020. In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, could be coded 032001. If a person is of equal races such as an American Indian and Hispanic, they would be reported as 100001. Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.

American Indian or Alaska Native (first position)  
 Asian American (second position)  
 Black or African American (third position)  
 Native Hawaiian or Other Pacific Islander (fourth position)  
 White (fifth position)  
 Hispanic or Latino (sixth position)

**Definition:** First identify a racial group and then the ethnicity of the student. If the student is self-selecting, a multiple of the following codes with **primary and/or secondary choices must be reported**.

100000	<i>American Indian or Alaska Native.</i> A student having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
010000	<i>Asian American.</i> A student having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
001000	<i>Black or African American.</i> A student having origins in any of the black racial groups of Africa.
000100	<i>Native Hawaiian or Other Pacific Islander.</i> A student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
000010	<i>White.</i> A student having origins in any of the original peoples of Europe, the Middle East, or North Africa.
000001	<i>Hispanic or Latino.</i> A student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Programming edits:** Error check to ensure that there is a six-digit code which is not out of range, and at least one of the six digits must be the number 1.

Fatal errors occur when field is blank, or one or more numbers of the six-digit code is larger than 6.

Message: One of the six-digit codes is either blank or invalid.

Warning (none)

## Field 23: District Exit Status

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character
<b>Record position/type:</b>	202-203, integer
<b>Warehouse name/type:</b>	DistrictExitStatusCode
<b>SIF Tag:</b>	<ExitStatus>
<b>Code/format:</b>	<p>This is a two-position field with a default code that includes why the student left the school district (NN).</p> <ul style="list-style-type: none"> <li>01 Graduated from general education with a diploma</li> <li>02 Graduated from general education with a diploma and applied to a degree-granting college or university</li> <li>03 Graduated from an alternative program</li> <li>04 Graduated from general education and applied to a non-degree-granting institution</li> <li>05 Completed general education with an equivalency certificate</li> <li>06 Completed general education with other certificate</li> <li>07 Dropped out of school</li> <li>08 Enrolled in another district in Michigan</li> <li>09 Moved out of state</li> <li>10 Expelled from the school district (no further services)</li> <li>11 Enlisted in military or Job Corps</li> <li>12 Deceased</li> <li>13 Incarcerated</li> <li>14 Enrolled in home school</li> <li>15 Enrolled in non-public school</li> <li>16 Unknown</li> <li>17 Placed in a recovery or rehabilitative program</li> <li>18 Left Adult Education</li> <li>19 Expected to continue in the same school district</li> <li>20-21 and 25-26 Special Education codes (see Field #45)</li> </ul>
<b>Default code:</b>	19

**Definition:** Use only one code for the reason the student is no longer in the school district. For special education students, codes 20-21 and 25-26 in Field #45 (Exit/Completion Reason) may also be used. If the student has transferred to another school within the same school district, the previous school should report an exit code of '19' and leave Field #24 (Exit Date) blank. This student should not appear in the previous school's subsequent submissions. If the student has been expelled but continues to receive services, report an exit code of '19' and complete Fields #112-120. Use an exit code of '10' (in addition to completing Fields #112-120) only for students who are expelled and no longer receive services from the school district.

- 01 Graduated from general education with a diploma. Used for a student who earned a high school diploma. Includes early graduates who earn a high school diploma.

Also include the student with an IEP who met the same graduation requirements as the nondisabled student. Exclude any student who graduated by meeting only IEP requirements.

- 02 Graduated from general education with a diploma and applied to a degree-granting college or university. Used for a student who graduated with a high school diploma and to the best of the district's knowledge, enrolled in a two- or four-year degree-granting college or university.
- 03 Graduated from an alternative program. Used for graduates receiving a diploma from an alternative program in a regular high school or a separate building.
- 04 Graduated from general education and applied to a non-degree-granting institution. Used for a student who graduated, and to the best of the district's knowledge, enrolled in a non-degree-granting institution (e.g., trade, technical, vocational, or business school).
- 05 Completed general education with an equivalency certificate. Used for a student known to have passed the GED test and under 20 years of age.
- 06 Completed general education with other certificate. Used for a student who completed school with some other type of certificate, such as a certificate of attendance/completion, or a district competency test.
- 07 Dropped out of school. Used when a student, upon reaching age 16, stopped attending school, and no reason is given. For special education, the student left school before the age of 26 without completing his/her educational program.

When the MEIS reports dropouts to the National Center for Education Statistics on the Common Core of Data (CCD), the following criteria are used:

- 1. was enrolled in school at some time during the previous school year and was not enrolled on the count date; or
  - 2. was not enrolled the previous school year although expected to be in membership (i.e., was not reported as a dropout); and
  - 3. has not graduated from high school or completed a state- or district-approved educational program; and
  - 4. does not meet any of the following exclusionary conditions:
    - transfer to another public school district, private school, or state- or district-approved education program (code 08, 09, 14 or 15);
    - temporary school-recognized absence because of suspension or illness; or
    - death (code 12).
- 08 Enrolled in another district. Used when a student moved to another school district in Michigan and is known to be continuing in education. Movement to another district includes moving to state institutions.
  - 09 Moved out of state. Used when a student has moved out of state and is no longer attending a public or private school in Michigan. Used when students and their parents/guardians physically move outside the original district of residence to another state or country. This code should also be used when a foreign exchange student left midyear to return to his/her home country.

- 10 Permanently expelled from school district. Used when either a general education or a special education student has been permanently expelled from school by official board action. This does not include a special education student on long-term suspension or a student who is placed in an alternate education setting. A student with this code requires further information located in the expulsion section (Fields #112-120) at the end of this SRSD.

Students who are expelled for less than the remainder of the current school and continue to receive services should receive a code 19 (expected to continue) with a code in Field #120 of either '3' or '7.'

- 11 Student enlisted into the military or district/national Job Corps. Used when the student left school to enlist in a branch of the U.S. Military.
- 12 Deceased. Used when a student has passed away.
- 13 Incarcerated. Used when a student is placed under jurisdiction of juvenile or criminal justice authority.
- 14 Enrolled in home school. Used when a student receives instruction offered in a home and regulated by state law, for reasons other than health.
- 15 Enrolled in non-public school. Used when a student attends a non-public school, such as a parochial school.
- 16 Unknown. Used when the current status of the student is unknown. For reporting purposes, this student is considered a dropout, unless s/he can be located in another district.
- 17 Recovery program. Used when the student was placed in a recovery program, rehabilitative program, or under psychiatric care.
- 18 Adult education. Participant is no longer enrolled in an Adult Education Program.
- 19 Expected to continue. Used when the student is expected to continue normal matriculation through the educational system in the same district.
- 20-21 and 25-26 Special Education students only. See Field #45 for definitions of these codes. Used when special education student leaves the school district.

**Common entry errors:** Field is left blank.

**Programming edits:** If the exit code is between 01-26 (20-26 are special education codes), a valid date must be submitted in "Date Exited" (Field #24). If the status is code 19, the "Date Exited" field may be left blank. If the field is out of range, a *fatal error* is reported.

Fatal errors occur when this field is blank or out of range. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

## Field 24: Date Exited

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	204-213, integer with slashes
<b>Warehouse name/type:</b>	ExitDate
<b>SIF Tag:</b>	<ExitDate>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner:  
DD must be a number between 01 and 31, and  
CCYY represents the year. For example, May 8,  
1994 = 05/08/1994. Each MM must be one of  
the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The Month, day, and year of the first day after the date a student last attended school, graduated, or became known officially to have left the educational setting. Place a date in this field when the student left school or terminated his/her education program or service.

**Common entry errors:** Placing a date in the exit field when the student is still enrolled in school.

**Programming edits:** If code 01-16 was used in the “Exit Status” (Field #23), a valid date must occur. If code 19 in the “Exit Status” (Field #23) is used, the field may be left blank. If an exit date is not valid, a *fatal error* is reported. Exit date may be a future date, but only if codes 01 – 06 are used.

Fatal errors occur when field is blank and Field #23: Exit Status contains a value other than “19,” contains invalid date (e.g., 14/04/2001, 04/38/1957), or contains invalid date characters (e.g., letters instead of numbers).

Message: Date Exited is blank, out of range, or not a valid date.

Warning (none)

## Field 25: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** 40-character

**Record position/type:** 214-253

**Warehouse name/type:**

**SIF Tag:** <>

**Code/format:** Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 26: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** 40-character

**Record position/type:** 254-293

**Warehouse name/type:**

**SIF Tag:** <>

**Code/format:** Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.



## Field 27: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** 15-character

**Record position/type:** 294-308

**Warehouse name/type:**

**SIF Tag:** <>

**Code/format:** Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 28: Course Enrollments (Grades 7 through 12)

<b>Submission date:</b>	Fall and Spring
<b>Field specifications:</b>	Three-character, eight occurrences separated into eight, three-byte sectors, leading zero, blanks accepted in unused sectors
<b>Record position/type:</b>	309-332, integer, right-justified
<b>Warehouse name/type:</b>	SecondaryCourseCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a 24-position field (NNNNNNNNNNNNNNNNNNNNNNNNNNNNNN).

010	Remedial Math, G7
011	Math, G7, Regular
012	Math, G7, Accelerated (or Pre-Algebra)
013	Remedial Math, G8
014	Math, G8, Regular
015	Math, G8, Enriched
016	Math, G8, Algebra I (or Integrated Math 1)
017	Review Mathematics - Level 1
018	Review Mathematics - Level 2
019	Review Mathematics - Level 3
020	Review Mathematics - Level 4
021	Informal Mathematics - Level 1
022	Informal Mathematics - Level 2
023	Informal Mathematics - Level 3
024	Formal Mathematics - Level 1
025	Formal Mathematics - Level 2
026	Formal Mathematics - Level 3
027	Formal Mathematics - Level 4
028	Formal Mathematics - Level 5
029	Formal Mathematics - Level 5, AP
030	General Science
031	Life Science
032	Earth Science
033	Physical Science
034	Integrated Science
035	Other Science
036	Biology, 1st Year
037	Biology, 1st Year Basic/Applied
038	Biology, 2nd Year AP
039	Biology, 2nd Year Advanced
040	Biology, 2nd Year Other
041	Chemistry, 1st Year

042	Chemistry, 1st Year Basic/Applied
043	Chemistry, 2nd Year AP
044	Chemistry, 2nd Year Advanced
045	Physics, 1st Year
046	Physics, 1st Year Basic/Applied
047	Physics, 2nd Year AP
048	Physics, 2nd Year Advanced
049	Earth Science, 1st Year
050	Earth Science, 1st Year Basic/Applied
051	Earth Science, 2nd Year Advanced/Other
052	General Science
053	Physical Science
054	Integrated Science
055	Environmental Science
056	Technology (taught as science course)
057	Other Science
058	Computer Science/Computer Prog.
059	Computer Science/Computer Prog. 1
060	Advanced Computer Science Prog. 2
061	Computer Science AP
062	Integrated Middle-Grade Math (Grades 7 & 8)
063	Integrated Math 1
064	Integrated Math 2
065	Integrated Math 3

**Definition:** This field is used to identify which courses the student is attending at the time of this count.

#### **Mathematics: Grades 7 through 8**

- 010 Course offering a remedial 7th-grade mathematics program; i.e., 7th-grade students taking 6th-grade math or lower. For example, a course with this title: Remedial Math 7.
- 011 Course covering the regular 7th-grade mathematics program. For example, courses with these titles: Math 7; Exper. Math 7 - SS MCIS.
- 012 Accelerated or enriched course of mathematics. For example, courses with these titles: Accelerated Math 7; Pre-Algebra; Introductory Algebra; Honors Math 7; Enriched Math 7.
- 013 Course offering a remedial 8th-grade mathematics program; i.e., 8th-grade students taking 7th-grade math or lower. For example, a course with this title: Remedial Math 8.
- 014 Course covering the regular or general 8th-grade mathematics program. For example, courses with these titles: Math 8; Exper. Math 8 - SS MCIS.
- 015 Content of the course includes some algebra and may be a course for 8th graders called "honors," "enriched," "accelerated," or "pre-algebra." For example, courses with these titles: Pre-Algebra; Accelerated Math 8; Honors Math 8; Enriched Math 8.
- 016 Same course as Formal Mathematics, Level 1 for grades 9-12 (below). Seventh graders who have been accelerated into an Algebra 1 course should also be included here. For example, courses with these titles: Algebra 1; Beginning Algebra; Elementary Algebra; Integrated Math 1.

#### **Mathematics: Grades 9 through 12**

- 017 Course includes little or no new content over that which was learned in the 7th or 8th grades. Course focuses on arithmetic skills development. For example, courses with these titles: General Math 1; Basic Math; Math 9; Remedial Math; Developmental; H.S. Arithmetic; Math Comp Test; Comprehensive Math; Terminal Math.
- 018 Course includes little or no new content over that which was learned in the 7th or 8th grades. Course focuses on arithmetic skills development. For example, courses with these titles: General Math 2; Vocational Math; Consumer; Technical; Business; Shop; Math 10; Career Math; Practical Math; Essential Math; Cultural Math.
- 019 Course includes little or no new content over that which was learned in the 7th or 8th grades. Course focuses on arithmetic skills development. For example, courses with these titles: General Math 3, Math 11; Intermediate Math.
- 020 Course includes little or no new content over that which was learned in the 7th or 8th grades. Course focuses on arithmetic skills development. For example, courses with these titles: General Math 4; Math 12.
- 021 Course presents new content from areas of mathematics such as algebra, statistics, or geometry taught at a low level of abstraction. May include prerequisite to Algebra 1. For example, courses with these titles: Pre-Algebra; Introductory Algebra; Basic; Applications; Algebra 1A; Math A; Applied Math 2.
- 022 Course presents new content from areas of mathematics such as algebra, statistics, or geometry taught at a low level of abstraction. May include prerequisite to Algebra 1. For example, courses with these titles: Basic Geometry; Informal Geometry; Practical Geometry; Applied Math.
- 023 Course presents new content from areas of mathematics such as algebra, statistics, or geometry taught at a low level of abstraction. May include prerequisite to Algebra 1. For example, courses with these titles: Applied Math 3, 4; Mathematics of Consumer Economics.
- 024 Courses designed to prepare students for postsecondary education, for study of calculus, and more advanced mathematics. For example, courses with these titles: Algebra 1; Elementary; Beginning; Unified Math 1; Integrated Math 1; Algebra 1B; Math B.
- 025 Courses designed to prepare students for postsecondary education, for study of calculus, and for more advanced mathematics. For example, courses with these titles: Geometry; Plane Geometry; Solid Geometry; Integrated Math 2; Unified Math 2; Math C.
- 026 Courses designed to prepare students for postsecondary education, for study of calculus, and for more advanced mathematics. For example, courses with these titles: Algebra 2; Intermediate Algebra; Algebra and Trigonometry; Advanced Algebra; Algebra and Analytic Geometry; Integrated Math 3; Unified Math 3.
- 027 Courses designed to prepare students for postsecondary education, for study of calculus, and for more advanced mathematics. For example, courses with these titles: Trigonometry; College Algebra; Algebra 3; Pre-Calculus; Analytic/Advanced Geometry; Trigonometry and Analytic/Solid Geometry; Advanced Math Topics; Intro to College Math; Number Theory; Math 4; College Prep Sr. Math; Elementary Functions; Finite Math; Math Analysis; Numerical Analysis; Discrete Math; Probability; Statistics.
- 028 Courses designed to prepare students for postsecondary education, for study of calculus, and for more advanced mathematics. For example, courses with these titles: Calculus and Analytic

Geometry; Calculus; Abstract Algebra; Differential Equations; Multivariate Calculus; Linear Algebra; Theory of Equations; Vectors/Matrix Algebra.

- 029 Courses designed to prepare students for postsecondary education, for study of calculus, and more advanced mathematics. For example, a course with this title: Advanced Placement Calculus (AB, BC).

**Science: Grades 7 and 8**

- 030 A laboratory course that provides an overview of science disciplines in a concrete and experiential manner. For example, a course with this title: General Science 7, 8.
- 031 A laboratory course that teaches the fundamental concepts of the biological sciences in a concrete and experiential manner. For example, a course with this title: Life Science 7, 8.
- 032 A laboratory course that teaches the fundamental concepts of earth and space science in a concrete and experiential manner. For example, a course with this title: Earth Science 7, 8.
- 033 A laboratory course that teaches the fundamental concepts of the physical sciences in a concrete and experiential manner. Example, a course with this title: Physical Science 7, 8.
- 034 A laboratory course integrating the fundamental concepts of the major disciplines of science in a concrete and experiential manner. For example, courses with these titles: Science I, II; SS & C; Project 2061; Integrated Science 7, 8; Earth/Life/Physical Science 7, 8.
- 035 A science course that may encompass any of a wide variety of topics that do not easily fall in previous definitions, such as: research topics, Technology, Energy, and Science/Technology/Society. For example, other science courses for grades 7 or 8 listed under the "Science" category on the state data-collection form.

**Science: Grades 9 through 12**

- 036 A first-level laboratory course that uses the knowledge from biological principles and concepts in the context of living systems, to understand their nature, and how they interact. For example, courses with these titles: Biology I; General; College Prep; Regents; Introductory; BSCS I.
- 037 A first-level laboratory course that uses the knowledge from biological principles and concepts in a concrete manner. For example, courses with these titles: Basic Biology; Applied; Life Science; Biomedical Ed.; Animal Science; Horticulture Science; Bio. Science; Health Science; Nutrition; Man and Disease; Agricultural Science; Fundamentals of Biology.
- 038 A course which adheres to the College Board guidelines for Advanced Placement Biology. For example, a course with this title: Advanced Placement Biology.
- 039 A second-level laboratory course which builds on first-level biology. It may broadly cover the field or it may be an in-depth treatment of a single area, such as genetics, human anatomy, microbiology, or physiology. For example, courses with these titles: Biology II; Advanced; College; Psychobiology; Physiology; Anatomy; Microbiology; Genetics; Cell Biology; Embryology; Molecular Biology; Invertebrate/Vertebrate Biology; BSCS II.
- 040 A second-level laboratory course that specializes in one specific area of biology, such as botany, zoology, or careers. For example, courses with these titles: Zoology; Botany; Bio-medical Careers; Field Biology; Ecology; Marine Biology; Other Biological Sciences.

- 041 A first-level laboratory course that employs the concepts and principles of chemistry to understand the composition and properties of substances and the reactions by which substances are produced and/or converted into other substances. For example, courses with these titles: Chemistry I; General; Introductory; Regents.
- 042 A first-level laboratory course that emphasizes practical chemical applications in a concrete fashion. Chemistry and its applications to science and technology may also be covered. For example, courses with these titles: Applied Chemistry; Consumer Chemistry; Technical Chemistry; Practical Chemistry; Chemistry in the Community.
- 043 A laboratory course that adheres to the College Board guidelines for Advanced Placement Chemistry. For example, a course with this title: Advanced Placement Chemistry.
- 044 A second-level laboratory course that builds on the first-year chemistry course. It may be a broad field coverage of chemistry or a more specialized offering in one or more areas of chemistry, such as organic chemistry, biochemistry, or analytical chemistry. For example, courses with these titles: Chemistry II; Advanced; College; Organic; Inorganic; Physical; Biochemistry; Analytical.
- 045 A first-level laboratory course that uses knowledge of basic physical principles and concepts to understand the characteristics of matter and energy and how they are used in the physical world. For example, courses with these titles: Physics I; General; Regents; Introductory.
- 046 A first-level laboratory course that uses the principles of physics and applies them to everyday problems and phenomena. For example, courses with these titles: Applied Physics; Electronics; Radiation Physics; Practical Physics; Applied/Conceptual Physics; Electricity.
- 047 A course that adheres to the College Board guidelines for Advanced Placement Physics. For example, a course with this title: Advanced Placement Physics.
- 048 A second-level laboratory course that builds on the first level. It may be a broad coverage of the field or a more narrow coverage in a single area, such as nuclear physics. For example, courses with these titles: Physics II, Advanced; College; Nuclear Physics; Atomic Physics.
- 049 A laboratory course that covers aspects of geology, astronomy, oceanography, and meteorology. This course uses knowledge and concepts in these fields to understand the earth in relationship to the large environment of time and space. For example, courses with these titles: Earth Science; Earth-Space Science; Regents Earth Science; Space Science (courses that are generally taught at grade 9 and at introductory level).
- 050 A first-level laboratory course that applies concrete practical concepts to everyday environmental problems. For example, courses with these titles: Applied Earth Science; Fundamentals of Earth Science; Soil Science.
- 051 A second-level laboratory course which builds on the first level. This course may expand basic earth science concepts or extend to more specialized areas such as meteorology, geology, astronomy, or mineralogy. For example, courses with these titles: Advanced Earth Science; Earth Science II; Oceanography; Aquatic Science; Marine Science; Astronomy; Geology; Meteorology (courses that are generally taught at grade 10, 11, or 12 and at higher level than Earth Science, first year).
- 052 A first-level, broad-based laboratory course covering all major disciplines of science. For example, courses with these titles: General Science; Basic; Introductory; Consumer Science.

- 053 A laboratory course covering principles of physics and includes topics such as energy, mechanics, and electricity. For example, courses with these titles: Physical Science; Interaction of Matter and Energy; Applied Physical Science.
- 054 A sequence of laboratory-based science courses where developmentally appropriate concepts of earth, life, and physical science are integrated in thematic units. Science concepts are explored in greater depth than in standard course offerings or in courses called general science. For example, courses with these titles: Science III; SS & C; Project 2061; Integrated Science 9, 10; Unified; Comprehensive Ideas of Investigations in Science; Life/Physical Science; Earth/Life/Physical Science; Coordinated Science.
- 055 A laboratory-based science course that explores topics concerning the interactions of humans, other living organisms, and the environment. For example, courses with these titles: Environmental Science; Environmental Education.
- 056 A laboratory-based course that teaches scientific principles through design and use of tools and instruments in science and to solve practical problems. For example, courses with these titles: Principles of Technology I, II; Science/Technology/Society; Tech. Prep. Science; Biotechnology; Histologic Technology.
- 057 A science course that may encompass any of a wide variety of topics that do not easily fall in previous definitions. For example, courses with these titles: Science/Math; Engineering; Bioengineering; Special Interests Science; Energy; Research Topics; Laboratory Management; Aerospace Science; Aviation; other science courses for grades 9-12 listed under the "Science" category on the state data collection form.

**Computer Science: Grades 7 through 12**

- 058 Beginning computer-language course where student develops problem-solving skills through the use of a computer language. Does not include general computer education or computer literacy. For example, a course with this title: Introductory Programming (any language).
- 059 Beginning computer-language course where student develops problem-solving skills through the use of a computer language. Does not include general computer education or computer literacy. For example, courses with these titles: Introductory Programming (any language); Programming I, Computer Language I.
- 060 Second-level course teaching advanced language skills. For example, courses with these titles: Advanced Programming; Programming 2, Computer Language 2.
- 061 Course adheres to the basic College Board guidelines for Advanced Placement Computer Science. For example, a course with this title: Advanced Placement Computer Science.
- 062 Integrated Middle Grades Math, Grade 7-8 - A middle grades math curriculum which integrates content in algebra, geometry, numbers, measurement, statistics, and probability.
- 063 Integrated Math 1. Integrated Math 1, 2, and 3 represents a three-year core curriculum which integrates the traditional algebra I, algebra II, and geometry courses. An Integrated Mathematics Program I, II, and III typically includes algebra, geometry, probability, statistics, logic, trigonometry, functions, and discrete mathematics.
- 064 Integrated Math 2 (see above)
- 065 Integrated Math 3 (see above)

**Programming edits:** This field can be blank if any student is not enrolled in math or science. When used, the variables must be within range.

No fatal errors.

Warning when student is in grades 7 through 12 in Field #19: Grade or Setting, and this field is blank, or value is out of range.

Warning message: Please verify that the student is not taking one or more math or science courses.



## Field 29: Program Eligibility/Participation

**Submission date:** Fall, Spring and EOY

**Field specifications:** Nine-character field, blanks not accepted

**Record position/type:** 333-341, Boolean (integer)

**Warehouse name/type:** ProgramParticipationCode

**SIF Tag:** <>

**Code/format:** This is a unique nine-position field (NNNNNNNNNN) with a default code of '0.' According to student status, report either a '0' or '1' in the proper position. Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a special education student would receive a code of 010000000. If the same student were a migrant student in CTE, the code would be 010100100. This allows for multiple occurrences.

Title I (first position)  
 Special Education (second position)  
 Early-On<sup>®</sup> (third position)  
 Career and Technical Vocation (fourth position)  
~~Advanced and Accelerated~~ Gifted and Talented (fifth position)  
 Limited English Proficient (sixth position)  
 Migrant Education (seventh position)  
 Adult Education (eighth position)  
 Section 504 (ninth position)

**Default Code:** 000000000

**Definition:** This field is used to identify what type of categorical program/service the student is eligible for and enrolled in.

100000000	Title I. Students reported in this field are either currently participating in a targeted, assisted school program or have participated in a targeted, assisted school program during the current school year. If the Title I student is receiving programs or services on the count day, you must also report the student in Fields #91 and #92. This is not for students in Title I Schoolwide Programs (SWP).
010000000	Special Education. This student is eligible for special education programs or services and has an IEP.
001000000	Early-On <sup>®</sup> . This infant or toddler is eligible for special education programs or services and has an IFSP/IEP.
000100000	Career and Technical Preparation. Students reported in this field are either currently participating in or have participated in a CTP

program during the current school year. If the CTP student participated in a state-approved program on the count day, report the student in Fields #63 through #66.

000010000	<del>Advanced and Accelerated Gifted and Talented</del> . Students reported in this field are either currently participating in or have participated in a program during the current school year. Report the student in Fields #69 and #70.
000001000	Limited English Proficient. This student is a Limited English Proficient student. An LEP student is one enrolled in grades K-2 and has been determined eligible based on a consultation between the school district and the student's parents, or a student who is enrolled in grades 3-12 and who scores at or below the fortieth percentile on a test of oral/reading English language proficiency approved by the Michigan Department of Education.
000000100	Migrant Education. This student is eligible for migrant education services. The student is younger than 22, who: (1) has not graduated from high school or does not hold a high school equivalency certificate, (2) is a migrant agricultural worker or a migrant fisher, or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) has moved within the preceding 36 months to obtain, or to accompany or join a parent, spouse, or guardian to obtain, temporary or seasonal employment in agricultural or fishing work; and (4) has moved from one school district to another. (Sections 1309 and 1115(b)(1)(A) and 34CFR 200.40(c) and (e).
000000010	Adult Education. This adult participant is eligible for state membership.
000000001	Section 504. This student is considered disabled under Section 504 of the Rehabilitation Act of 1973.

**Common entry errors:** Leaving the character field blank when student data is contained in one of the categorical program areas in this manual.

**Programming edits:** Error check to ensure a valid code is in this field and is not out of range.

Fatal errors occur when blank, or any of the nine-digit codes are out of range.

Message: The nine-digit code contains at least one blank or contains an invalid number.

Warning (none)

### Relationship between Field 29 (Program Participation) and Categorical Fields in the SRSD Error Check Program

Field 29 (Program Participation) was originally introduced as a convenient means of identifying those students participating in various categorical programs. For each categorical program, Field 29 is complemented by various fields that report more detailed categorical information. The dependency between Field 29 and these other more specific fields varies and is elaborated below.

**FORWARD DEPENDENCY:** This refers to a dependency in which Field 29 "looks forward" to specific categorical fields. For example, if the second position of Field 29 is triggered (i.e., contains a "1"), the error check program (ECP) "looks forward" to Field 36 (Primary Disability) and ensures that there is a valid value in that field. If there is not, ECP reports a fatal error.

**BACKWARD DEPENDENCY:** This refers to a dependency in which specific categorical fields "look backward" to Field 29. For example, if Field 54 (Early On Eligibility Code) contains a valid value, ECP will "look backward" to Field 29 to ensure that position three is triggered. If position three instead contains a "0," ECP reports a fatal error.

<b>FIELD 29 POSITION</b>	<b>PROGRAM</b>	<b>FORWARD DEPENDENCY</b>	<b>BACKWARD DEPENDENCY (all fatal errors)</b>
1	TITLE I	none	Fields 91 & 92
2	SPEC ED	Field 36 (fatal)	Fields 36, 38 & 40
3	EARLY ON	none	Field 54
4	CTE	none	Fields 63 - 67
5	GT	Fields 69 & 70 (warning)	Fields 69 & 70
6	LEP	none	Fields 71, 72 & 74
7	MIGRANT	Field 89 (fatal)	Fields 84 - 88
8	ADULT ED	none	Fields 98 - 102
9	SECT 504	none	None

## Field 30: Student Residency (Membership)

<b>Submission date:</b>	Fall and Spring
<b>Field specifications:</b>	Two-character
<b>Record position/type:</b>	342-343, integer
<b>Warehouse name/type:</b>	ResidencyCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a two-position field which indicates the student's residency or non-residency status for membership (NN).

### ***Non-resident:***

- 01 Non-K-12 district
- 02 Section 105 school of choice (within same ISD)
- 03 Section 105c school of choice (outside contiguous ISD)
- 04 Non-public school student
- 05 No cooperative agreement, no release, not exempted
- 06 All other non-resident students
- 07 Home-schooled non-resident

### ***Resident:***

- 08 Non-public school student
- 09 Section 24 juvenile detention facility
- 10 For new PSAs
- 11 School for the Deaf/Blind
- 12 Section 6(4)(d) non-Special Education juvenile detention
- 13 Emotionally Impaired Special Education Students served by DCH facility
- 14 All other resident students
- 15 Home-schooled resident

**Definition:** For complete explanations of these codes see the *Residency Related Information* in the Instructions Manual for reporting State Aid FTE count.

### ***LEA codes:***

- 01 Non-resident pupil from a non-K-12 district enrolled in the operating LEA
- 02 Non-resident pupil enrolled in the operating LEA under Sec. 105 Schools of Choice
- 03 Non-resident pupil enrolled in the operating LEA under Sec. 105c Schools of Choice
- 04 Non-resident, non-public pupil enrolled in the operating LEA and taking non-core curriculum or advanced placement course.
- 05 Non-resident pupil enrolled in the operating LEA who has not been released by the resident district and is not Sec. 6(6)(g) exempt
- 06 Non-resident pupil in any other category enrolled in the operating LEA
- 07 Home-schooled non-resident enrolled in non-core curriculum or advanced placement course
- 08 Resident, non-public pupil attending the operating LEA and taking non-core curriculum or advanced placement course.

- 09 Pupil enrolled in an approved on-grounds juvenile detention facility or child-caring institute
- 14 All other students receiving services from the district
- 15 Home-schooled resident enrolled in non-core curriculum or advanced placement course

*PSA codes:*

- 08 Resident, non-public pupil attending the operating LEA and taking non-core curriculum or advanced placement course.
- 09 Pupil enrolled in an approved on-grounds juvenile detention facility or child-caring institute
- 10 Pupil counted by a **new** Public School Academy authorized by a local school district, also counted by the authorizing district during the immediately prior supplemental (February) FTE count (new PSA, Fall count only)
- 14 All other students of the PSA.

*ISD codes:*

- 06 Non-resident pupil in any other category enrolled in the operating ISD
- 09 Pupil enrolled in an approved on-grounds juvenile detention facility or child-caring institute
- 11 School for the Deaf/Blind
- 12 Section 6(4)(d) non-Special Education juvenile detention
- 13 Emotionally Impaired served by DCH facility
- 14 All other students receiving services from the ISD

**Programming edits:** Check to ensure that code is not out of range. Check to ensure that when codes 04 or 08 are used and “Grade or Setting” (field #19) uses the code 00 for Kindergarten that “FTE in General Education” (field #18) is not greater than 0.00.

Fatal errors occur when this field is blank and FTE is being claimed in Field #18, Field #40, or Field #41, Field #30 contains an invalid value, the number is out of range, or when FTE is being claimed for non-public kindergarten students. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Field is either blank, an invalid number, or an out-of-range number has been entered.

Warning (none)

## Field 31: Supplemental Nutrition Eligibility

<b>Submission date:</b>	F <u>a</u> ll, Spring
<b>Field specifications:</b>	One-character, blanks accepted
<b>Record position/type:</b>	344, integer
<b>Warehouse name/type:</b>	MealEligibilityCode
<b>SIF Tag:</b>	<MealStatus>
<b>Code/format:</b>	This is a one-position field (N)

- 1 Student is eligible for free meal/milk program. Application on file October 31 and verified by December 31.
- 2 Student is eligible for reduced-price meal program. Application on file Oct. 31 and verified by Dec. 31.
- 3 Student is **not** eligible for either free meal/milk program or reduced-price meal program.
- 4 Student is eligible for either free meal/milk or reduced-price meal program **and** application was filed after Oct. 31.

**Definition:** The count is taken at the district in which the student is enrolled, not necessarily the school where the meal is received. The student need not actually receive a meal on the day this count is taken. Free milk or free/reduced-price meal eligibility is used to calculate awards for federal and state grants by the Michigan Department of Education. See:  
<[www.fns.usda.gov/cnd/lunch/governance/policy/limited.disclosure.html](http://www.fns.usda.gov/cnd/lunch/governance/policy/limited.disclosure.html)> for disclosure information.

- 1 The student has a free meal/milk application on October 31, and the application was verified and adjusted (if necessary) by December 31. Free meal/milk eligibility is used to generate funds for Section 31a and Section 32d State Aid.
- 2 The student has a reduced-price meal application on file during the month of October, and the application was verified and adjusted (if necessary) by December 31. This student does not generate funds for Section 31a or Section 32d but may be eligible to receive other services under these programs.
- 3 The student is not eligible for either free meal/milk program or reduced-price meal program. This student does not generate funds.
- 4 Student is eligible for either free meal/milk or the reduced-price meal program but the application for this student was filed **after** Oct. 31.

Free meal/milk or reduced-price meal eligibility includes a student who meets all of the following criteria:

- attends a school that participates in the national school lunch, school breakfast, and/or special milk program;
- has applied and is approved as eligible for free or reduced-price meals or free milk;
- is eligible under federal guidelines.

**Programming edits:** Error check to ensure a valid code is not out of range.

Fatal errors occur when field contains an invalid number.

Message: An out-of-range number has been entered.

Warning (none)

## Field 32: Multiple Birth Order

<b>Submission date:</b>	Fall, Spring and EOY																
<b>Field specifications:</b>	Two-character																
<b>Record position/type:</b>	345-346, integer																
<b>Warehouse name/type:</b>	Multiple Birth Order																
<b>SIF Tag:</b>	<>																
<b>Code/format:</b>	<p>This is a two-position field (NN) with a default code.</p> <table><tr><td>01</td><td>Birth order = 1 (Default) or the First in a multiple birth</td></tr><tr><td>02</td><td>Birth order = 2 or the Second in a multiple birth</td></tr><tr><td>03</td><td>Birth order = 3 or the Third in a multiple birth</td></tr><tr><td>04</td><td>Birth order = 4 or the Fourth in a multiple birth</td></tr><tr><td>05</td><td>Birth order = 5 or the Fifth in a multiple birth</td></tr><tr><td>06</td><td>Birth order = 6 or the Sixth in a multiple birth</td></tr><tr><td>07</td><td>Birth order = 7 or the Seventh in a multiple birth</td></tr><tr><td>08</td><td>Birth order = 8 or the Eighth in a multiple birth</td></tr></table>	01	Birth order = 1 (Default) or the First in a multiple birth	02	Birth order = 2 or the Second in a multiple birth	03	Birth order = 3 or the Third in a multiple birth	04	Birth order = 4 or the Fourth in a multiple birth	05	Birth order = 5 or the Fifth in a multiple birth	06	Birth order = 6 or the Sixth in a multiple birth	07	Birth order = 7 or the Seventh in a multiple birth	08	Birth order = 8 or the Eighth in a multiple birth
01	Birth order = 1 (Default) or the First in a multiple birth																
02	Birth order = 2 or the Second in a multiple birth																
03	Birth order = 3 or the Third in a multiple birth																
04	Birth order = 4 or the Fourth in a multiple birth																
05	Birth order = 5 or the Fifth in a multiple birth																
06	Birth order = 6 or the Sixth in a multiple birth																
07	Birth order = 7 or the Seventh in a multiple birth																
08	Birth order = 8 or the Eighth in a multiple birth																
<b>Default code:</b>	01 Birth order = 1																

**Definition:** This field is used to indicate that the student is part of a multiple birth where siblings share all unique identifying characteristics, including first and last name. Each student from such a multiple birth is to have a uniquely different number. We recommend using the birth order of the student. This field will be used by the state to “break ties” if two or more students are identified as being duplicates (i.e., they share **all** unique identifying information) yet it is known by the district that these students are not duplicates but instead part of a multiple birth.

**Programming edits:** Error check to ensure a valid code is not out of range. If the student is one of a multiple birth, be sure each student from this multiple birth has a different (unique) multiple-birth order number.

Fatal error will occur when field is blank or contains an invalid number.

Warning (none)



## Field 33: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** Two-character

**Record position/type:** 347-348

**Warehouse name/type:** StuOptFld

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## **Structure for Homeless Students**

## Field 34: Homeless

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	349, integer
<b>Warehouse name/type:</b>	HomelessCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	The type of temporary residence/shelter the student is in (N).  <ul style="list-style-type: none"><li>1 Homeless shelter</li><li>2 Youth shelter</li><li>3 Victim shelter</li><li>4 Doubled-up</li><li>5 Motel/hotel</li><li>6 Other location</li><li>7 Temporary arrangement</li><li>8 Unknown</li></ul>

**Definition:** For a student enrolled in your district who lacks a fixed, regular, and adequate residence (Section 702, Title VII-B of the McKinney-Vento Act), identify his/her most frequent primary nighttime residence.

- 1 Homeless shelter. Student sleeps at night in a shelter for homeless people.
- 2 Youth shelter. Student sleeps at night in a shelter for runaway/throwaway/homeless youth.
- 3 Victim shelter. Student sleeps at night in a shelter for victims of domestic violence.
- 4 Doubled-up. Student sleeps at night in the home of a relative or friend if s/he is “doubled-up” because of a loss of housing or other similar situation.
- 5 Motel/hotel. Student sleeps at night in a motel or welfare hotel.
- 6 Other location. Student sleeps at night in a car, tent, park, abandoned building, or other place not ordinarily used as a sleeping accommodation for human beings.
- 7 Temporary arrangement. Student sleeps at night in a shelter or other temporary arrangement awaiting institutionalization, adoption, foster care, or other placement.
- 8 Unknown. Student is homeless and sleeps in an unknown location.

**Programming edits:** Error check to ensure a valid code is in this field and not out of range.

No fatal errors.

Warning when field contains an invalid value.

Warning message: An invalid number was encountered. Please verify the value is between one and eight inclusive.

## Field 35: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** Three-character

**Record position/type:** 350-352

**Warehouse name/type:** StuOptFld

**SIF Tag:** <>

**Code/format:** Pad with blanks

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

**Structure for  
Special Education Students**

## Field 36: Primary Disability

**Submission date:** Fall, Spring and EOY

**Field specifications:** Two-character, leading zero

**Record position/type:** 353-354, integer

**Warehouse name/type:** PrimaryDisabilityCode

**SIF Tag:** <>

**Code/format:** Category of student as identified on IEP

<del>02 Cognitive Impairment</del>	<del>R340.1705</del>
<del>03 Severely Mentally Impaired</del>	<del>R340.1703</del>
<del>04 Trainable Mentally Impaired</del>	<del>R340.1704</del>
05 Educable Mentally Impaired Cognitive Impairment	R340.1705
06 Emotionally Impaired	R340.1706
07 Hearing Impaired	R340.1707
08 Visually Impaired	R340.1708
09 <del>Physically &amp; Otherwise Health Impaired</del> Physical Impairment	R340.1709
10 Speech & Language Impaired	R340.1710
11 Early Childhood Developmental Delay	R340.1711
13 Learning Disabled	R340.1713
14 Severely Multiply Impaired	R340.1714
15 Autistic Impaired	R340.1715
16 Traumatic Brain Injury	R340.1716
<del>19 Physical Impairment</del>	<del>R340.1709</del>
20 Other Health Impairment	R340.1709a

**NOTE:** According to the Office of Special Education, although codes 02, 03, 04, and 19 may still be reported, these codes will eventually be discontinued. Codes 02, 03, and 04 will be replaced by category 05 (Cognitive Impairment). Category 09, formerly Physically & Otherwise Health Impaired, will be broken into either Physical Impairment (code 09) or Other Health Impairment (code 20). All codes listed above, including codes 02, 03, 04, and 19 may be reported through End-Of-Year 2004.

**Definition:** Primary disability areas are defined in the Michigan Administrative Rules for Special Education. In order for students to be counted for special education, they must have a disability code. Do not confuse primary disability with classroom placement.

**Programming edits:** Ensure that the student is in the second position in the “Program Participation” (Field #29). When the primary disability code is out of range, a fatal error is reported. Note: Code 11 (Early Childhood Developmental Delay) is in error if the student’s age as of September 1 of the current school year is equal to or greater than 8 years of age. Participation in an Early Childhood Special Education Program (field #42) does not mean a student has an Early Childhood Developmental Delay label. It is also recommended that districts examine all students from the age of 0 through 2 years of age

against code 06 (Emotionally Impaired) and code 13 (Learning Disabled). Such primary disability codes for age 0 through 2 are highly suspect. If this field contains a value, then either Field #42 or Field #43 must contain a value.

Fatal errors occur when the field is blank and a number 1 is in the second position of Field #29: Program Eligibility/Participation, the value is invalid, or the value is out of range. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Either Field #29 does not indicate that the student is a special education participant, or Field #36 contains an invalid or out of range code.

Warning when student's age is too high for Early Childhood Developmental Delay or too low for EI or LD students.

Warning message: Student's age is too high or too low for this student.



## Field 37: Additional Disability Characteristics

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character, leading zero
<b>Record position/type:</b>	355-356, integer
<b>Warehouse name/type:</b>	SecondaryDisabilityCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Category of student as identified on IEP
	21 Deaf/Blind
	22 Legally Blind
	24 Deaf

**Definition:** These are used to describe additional characteristics relating to the student's primary disability.

- 21 Deaf-blindness: Deaf-blindness means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.
- 22 Legally blind: Legal blindness means visual acuity of 20/200 or less in the better eye with best correction, a limitation of the field of vision not greater than 20 degrees, or a visual acuity of 20/100 in the better eye with a deteriorating condition as a primary disability.
- 24 Deafness: Deafness means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child's educational performance.

**Programming edits:** If used, the code must be within range.

Fatal errors occur when the code is out of range or invalid.

Message: An invalid or out-of-range number has been entered. Note: Primary disability must contain a valid value before data will be accepted in this field.

## Field 38: Date of IEP/Temporary Placement

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	357-366, integer with slashes
<b>Warehouse name/type:</b>	DateOfIEPTemporaryPlacement
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The date of the student's most recent Individual Education Program (IEP) should be placed in this field. An IEP is required by the U.S. Department of Education in order to qualify students for federal funding.

Districts may count students who are temporarily placed under rule 340.1722e. The date of the temporary placement is reported in the IEP date field. An IEP is required by Michigan Special Education rule R340.1721e to determine a student's eligibility for special education. An IEP is also required in counting students for the Individuals with Disabilities Education Act (IDEA).

**Common entry errors:** Check that the field is filled with the IEP date or the date of temporary placement, not the date of entry.

**Programming edits:** Ensure that a date occurs when a "Primary Disability" (Field #36) code exists. When the IEP date is not a valid date, is out of range, or the IEP date is blank, a *fatal error* is reported.

Fatal errors occur when the field contains a valid number and Field #36: Primary Disability is blank, contains an invalid date or an out-of-range value, or is blank and Field #36 contains a valid value.

Message: An invalid value or out-of-range number has been entered.

Warning when the Date of IEP is after Field #24: Date Exited.

Warning message: An IEP is usually conducted before a student exits the district.

## Field 39: Date of Initial/Redetermination

**Submission date:** Fall, Spring and EOY

**Field specifications:** 10-character

**Record position/type:** 367-376, integer with slashes

**Warehouse name/type:** Date of Initial/Redetermination

**SIF Tag:** <>

**Code/format:** Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The date of the student's most recent Individual Education Program Team meeting in which the student's eligibility or redetermination of eligibility was established on the IEP.

The date should be the date of the IEP in which the initial/redetermination of eligibility was established and not the date established by the Multidisciplinary Evaluation Team. MET evaluations are no longer required in many cases to establish continued eligibility.

**Programming edits:** Ensure that a date occurs when a "Primary Disability" (Field #36) code exists. When the prior evaluation or re-evaluation date is not a valid date, is out of range, or the date is blank, a *fatal error* is reported.

Fatal errors occur when the field contains a valid number and Field #36: Primary Disability is blank, contains an invalid date or an out-of-range value, or is blank and Field #36 contains a valid value.

Message: An invalid value or out-of-range number has been entered.

Warning (none)

## Field 40: FTE in Section 52 (Membership)

<b>Submission date:</b>	Fall and Spring
<b>Field specifications:</b>	Four-character, with decimal point
<b>Record position/type:</b>	377-380, decimal
<b>Warehouse name/type:</b>	FTEInSection52
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	0.00 to 1.00 (N.NN) with a default code
<b>Default code:</b>	0.00

**Definition:** This categorical area represents the student's source of State Aid reimbursement. All students who do not qualify as a Section 53 student should be listed as Section 52. Enter the special education Full-Time Equivalency (FTE) in this field. A student's FTE may range from 0.00 to 1.00. (Both tenths or hundredths are allowed as long as the district is consistent in the use of either one.) Special education students are reported whether or not they generate a special education FTE.

Refer to Section 6 of the current State School Aid Act and the Department's Pupil Accounting Manual for FTE instructions. For students in a classroom program only, report the FTE in the Special Education classroom.

**Programming edits:** Blanks are accepted if the student is not in special education. If the student is in special education and FTE is less than 0.00, or greater than 1.00, a *fatal error* is reported. This field, when added to FTE in General Education (Field #18), cannot exceed 1.00. Check if the student is in a program in Field #42 (between code 110 to 194 or 270). If they do not have a correct program code, no membership can be claimed. If FTE is used in this field, it cannot be used in "Section 53" (Field #41).

- i. Fatal errors occur when the field contains a valid value and Field #36: Primary Disability is blank, the value is greater than 1.00 or less than 0.00; or both Fields #40 and #41 contain valid values greater than zero.

Message: Check for the following: (1) Field #40 contains valid data, but Field #36 is blank. (2) FTE in Field #40 cannot be greater than 1.00 or less than 0.00. (3) Field #42 is blank. (4) A value greater than zero has also been reported in Field #41.

Warning message: Verify that this student does not generate Section 53 membership FTE.

## Field 41: FTE in Section 53 (Membership)

<b>Submission date:</b>	Fall and Spring
<b>Field specifications:</b>	Four-character, with decimal point
<b>Record position/type:</b>	381-384, decimal
<b>Warehouse name/type:</b>	FTEInSection53
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	0.00 to 1.00 (N.NN) with a default code
<b>Default code:</b>	0.00

**Definition:** This categorical area represents Section 53 Membership: (a) Pupils assigned to a district or intermediate district through the community placement program of the court or state agency, if the pupil was a resident of another intermediate district at the time the pupil came under the jurisdiction of the court or a state agency. (b) Pupils who are residents of institutions operated by the Department of Community Health. (c) Pupils who are former residents of Department of Community Health institutions for the developmentally disabled and are placed in community settings other than the pupil's home. (d) Pupils enrolled in a Department-approved on-grounds educational program longer than 180 days, but not longer than 233 days, at a residential child-care institution, if the child-care institution offered in 1991-92 is an on-grounds educational program longer than 180 days but not longer than 233 days. (e) Pupils placed in a district by a parent for the purpose of seeking a suitable home, if the parent does not reside in the same intermediate district as the district in which the pupil is placed. Refer to Section 6 of the current State Aid Act and the Department's Pupil Accounting Manual for FTE instructions.

**Programming edits:** Blanks are accepted if the student is not in special education. If the student is in special education and FTE is less than 0.00, or greater than 1.00, a *fatal error* is reported. Check if the student is in a program in Field #42 (between code 110 to 194 or 270). If they do not have a correct program code, no membership can be claimed. If FTE is used in this field, it cannot be used in "Section 52" (Field #40).

Fatal errors occur when the field contains a valid value, and Field #36: Primary Disability is blank; or value is greater than 1.00 or less than 0.00; or both Fields #40 and #41 contain valid values greater than zero.

Message: Check for the following: (1) Field #41 contains valid data, but Field #36 is blank. (2) FTE in Field #41 cannot be greater than 1.00 or less than 0.00. (3) Field #42 is blank. (4) A value greater than zero has also been reported in Field #40.

Warning when this field is blank, and Field #36 contains a valid value.

Warning message: Verify that this student does not generate Section 52 membership FTE.

## Field 42: Program Service Code (Including Membership)

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Three- character, three occurrences separated into three, three-byte sectors,
<b>Record position/type:</b>	385-393, integer
<b>Warehouse name/type:</b>	SPEDProgramServiceCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Program services received by a student with disabilities (NNNNNNNNN)

- 110 Programs for Mild Cognitive Impairment
- 120 Programs for Moderate Cognitive Impairment
- 130 Programs for Severe Cognitive Impairment
- 140 Programs for Emotional Impairment
- 150 Programs for Learning Disabled
- 160 Programs for Hearing Impairment
- 170 Programs for Visual Impairment
- 180 Programs for Physical or Other Health Impairment
- 190 Programs for Severely Multiple Impairment
- 191 Early Childhood Special Education (Classroom) Program
- 192 Classroom Program for Speech and Language Impairment
- 193 Programs for Autistic Impairment
- 194 Elementary or Secondary Level Resource Room
- 270 Early Childhood Special Education Program in Family or Community Setting

**Definition:** *The primary program must be listed first. This first field becomes the program assignment for State Aid membership.* If a student receives more than three services, specify the three that occur most frequently. It is important to put the primary program service in the initial program services field first and then consecutively fill in the following program service fields. This field reports services used in calculating a student's special education FTE and must have a value for a district to receive Section 52 funds.

Do not confuse type of disability with the classroom program. For example, a student does **not** have to be diagnosed as PPI to participate in a PPI program.

**Programming edits:** A student must have at least one program or support service code (Field #43) if a "Primary Disability" (Field #36) code exists. If program and support service fields are blank, this is a *fatal error*. If membership is claimed, the old code 195 is not allowable. (It was discontinued.)

Fatal errors occur when Field #36: Primary Disability contains a valid value, and both Field #42 and Field #43 are blank. This field must have at least one program code if claiming special education FTE.

Message: Both codes in Field #42 and Field #43 are blank. A special education student must receive at least one of the listed programs or services.

Warning (none)

## Field 43: Support Services

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Three-character code, five occurrences separated into five, three-byte sectors, padded with blanks
<b>Record position/type:</b>	394-408, integer
<b>Warehouse name/type:</b>	SPEDSupportServiceCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Support services received by a student with disabilities (NNNNNNNNNNNNNNNN)
	200 T.C. Autistic Impaired
	210 T.C. Mentally Impaired
	220 T.C. Emotionally Impaired
	230 T.C. Learning Disabled
	240 T.C. Hearing Impaired
	250 T.C. Visually Impaired
	260 T.C. Physically & Otherwise Health Impaired
	280 Homebound/Hospitalized
	290 Speech and Language Impaired
	291 Adaptive Physical Education
	310 School Social Worker
	320 School Psychologist
	360 Occupational Therapy
	370 Physical Therapy
	383 Music Therapy
	390 Art Therapy
	400 Audiological Services
	406 Interpreter for the Deaf
	410 Recreation Service
	440 Special Transportation
	450 School Health Services
	460 Rehabilitation Counseling Services
	470 Orientation & Mobility Services
	480 Work Study Services
	490 Vocational Education (General Ed.)
	491 Special Needs (Adapted Vocational. Ed.)
	492 Individual Vocational Education
	493 Special Education Vocational Education

**Definition:** Support services for special education students are numbered 200 to 480. *The primary service must be listed first.* Be sure to use these codes for special education students. To be counted as a special education service, a service must be part of the evaluation or reevaluation process or included as services to be delivered as part of the student's IEP. It is important to put the primary service first and then consecutively fill in the following support service fields. If a student receives more than five of the above services, specify the five that occur most frequently.

200-260 Teacher Consultant Services. See rule R300.1749.



- 280 Homebound/Hospitalized
- 290 Speech- and Language-Impaired Instructional Services. See rule R340.1745.
- 291 Adaptive Physical Education. Instruction in physical education to special education pupils whose disabilities preclude integration into regular physical education classes.
- 310 School Social Work Services. See rules R340.1011–R340.1018. To be counted as a special service, the social work service must be listed as a service on the student’s IEP.
- 320 School Psychological Services. See rules R340.1151–R340.1158. To be counted as a special education service, school psychological services must be listed as a service on the student’s IEP.
- 360 Occupational Therapy. Occupational therapy deals with improving, developing, or restoring functions impaired or lost through illness, injury, or deprivation; improving ability to perform tasks for independent functioning when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.
- 370 Physical Therapy. Physical therapy is defined in the Michigan Public Health code under Section 17801. Services are provided by a licensed physical therapist.
- 383 Music Therapy. Music therapy activities are provided to special education students by a certified music therapist.
- 390 Art Therapy. Art therapy activities are provided to special education students by a certified art therapist.
- 400 Audiological Services. Audiological services are services provided by an audiologist to identify students with hearing loss and provide habilitation and counseling concerning hearing loss.
- 406 Interpreter for the Deaf. Services provided by a qualified interpreter who assists the hearing impaired student and school personnel with communication.
- 410 Recreation Services. Recreation services are the assessment of a handicapped student’s leisure functioning, providing therapeutic recreation services, participation in a recreation program in a school designed specifically for handicapped students, or providing leisure education.
- 440 Special Transportation. Special transportation must be provided in an approved school vehicle in a regular seat, wheelchair, or an approved baby seat. This specifically excludes students who need ambulance service, a medical attendant, or other care outside the responsibility of the schools.
- 450 School Health Services. School health services must be provided by a qualified school nurse or other qualified person. To be counted as a special education service, the school nurse must be working solely with special education students or the service should be indicated in the student’s IEP.

- 460 Rehabilitation Counseling Services. The student receives counseling services provided by a qualified rehabilitation counseling professional. Such services are intended to explore the effect of the student's disability on employment and other post-school activities which include vocational programs funded by Michigan Rehabilitation Services or the Michigan Commission for the Blind.
- 470 Orientation and Mobility Services. Orientation and mobility instruction for the visually impaired must be provided by an approved orientation and mobility instructor.
- 480 Work Study. Work study means on-the-job training, related counseling and follow-up services.
- 490 Vocational Education. Programs provided through a general-education, approved, vocational education teacher when vocational education is listed as part of the IEP.
- 491 Special Needs. Alteration of a vocational education program is being provided by general education to accommodate different needs of the handicapped student.
- 492 Individual Vocational Education. Training programs designed to fit the handicapped student's special interests that are generally not available in a general-education vocational program.
- 493 Special Education Vocational Education. Special training for handicapped students whose disabilities preclude entry into another vocational training program or who may need a prerequisite sequence of skills prior to entry into a vocational program.

**Common entry errors:** Program service codes placed in this field. The data should not be lower than 200 nor greater than 480.

**Programming edits:** A student must have at least one program code (Field #42) or support service code if a "Primary Disability" (Field #36) code exists. If program and support service fields are blank, this is a *fatal error*.

Fatal errors occur when Field #36: Primary Disability contains a valid value, or when both Field #42 and Field #43 are blank.

Message: Both codes in Fields #42 and #43 are blank. A special education student must receive at least one of the listed programs or services.

Warning (none)

## Field 44: Primary Educational Setting

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specification:</b>	Two-character, leading zero
<b>Record position/type:</b>	409-410, integer
<b>Warehouse name/type:</b>	EducationalSettingCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	The setting where the student with disabilities is located (NN)  01 General Education Setting 02 Special Education School Building 03 Public Residential Facility 04 Private Residential Facility 05 Correction, Juvenile Detention or other Facilities for Adjudicated Youth 06 Homebound 07 Hospitalized 08 Alternative Training/Work Site 09 Alternative Education Program  Codes for Students Age 5 and Under as well as those Students in Early Childhood Settings (ages 7 and under as of September 1):  20 Head Start program 21 Early Childhood Setting 22 Early Childhood Special Education Setting 23 Home 24 Part-Time Early Childhood/Part-Time Early Childhood Special Education Setting 25 Residential Facility 26 Separate School 27 Itinerant Service Outside the Home 28 Reverse Mainstream Setting 29 Michigan School Readiness Program

**Definition:** Note changes in reporting students enrolled in Kindergarten. This information is required by the U.S. Department of Education as part of the IDEA count and must be specified in order to count a student on the last Friday in October. Identify the place where the majority (more than 50 percent) of a student's education assignment takes place. This includes both a student's general education and special education program.

- 01 General Education Setting. Students receiving special education classroom programs or ancillary services at a public school district facility in which both non- handicapped and handicapped students are educated.

- a. **Kindergarten:** Use General Education Setting for special education students participating in kindergarten in a private or public general education school building where the kindergarten classroom enrolls both handicapped and non-handicapped students. The kindergarten participating must also be indicated in Field #19: Grade or Setting.
- 02 Special Education School Building. Students who receive special education programs and services at least 50 percent of the time at a public school building in which only handicapped students are educated. This also includes programs operated by the public schools for handicapped students on the grounds of a nursing home, a community mental health facility, or a detention facility under contract to the Family Independence Agency (formerly the Department of Social Services). This would also include students receiving special education services who attend at least 50 percent or more of the time at a private or parochial school only for handicapped students.
  - a. **Kindergarten:** Use General Education Setting for special education students participating in kindergarten in a private or public general education school building where the kindergarten classroom enrolls both handicapped and non-handicapped students. The kindergarten participating must also be indicated in Field #19: Grade or Setting.
- 03 Public Residential Facility. A public facility where handicapped students are educated and live during the school year. This includes programs operated by the public schools for handicapped students on the grounds of public residential programs for Department of Community Health (formerly the Department of Mental Health) facilities, Family Independence Agency facilities or the Michigan Schools for the Deaf and Blind.
- 04 Private Residential Facility. A private facility where handicapped students are educated and live during the school year.
- 05 Correction, Juvenile Detention or other Facilities. A public or private facility for preadjudicated youth and adults. This includes Department of Corrections facilities or private facilities under contract to the Department of Corrections. It also includes settings for adjudicated youth in locations other than juvenile detention centers.
- 06 Homebound. Students who receive services at home because of illness. For preschool students (ages 3-5), the home includes preschoolers with disabilities who receive their special education and related services in the principal residence of the child's family or caregivers.
- 07 Hospitalized. A facility which temporarily houses special education students because of illness. This includes programs operated by the public schools for handicapped students on the grounds of public or private medical and/or psychiatric hospitals or treatment centers.
- 08 Alternative Training/Work Site. Students who receive vocational training in a sheltered workshop, an individual setting, a work-study site, or a supported employment.
- 09 Alternative Education Program. Students who receive special education in an alternative education program such as a community college or a specialized educational setting.

**Typical Codes for Students Age 5 and Under** as well as those Students in Early Childhood Settings (ages 7 and under as of September 1):

- 20 Children placed in a Head Start program for children ages 3-4.
- 21 Early Childhood Setting. Students who received all of their special education and related services in early childhood educational settings designed primarily for children without disabilities. No education or related services are provided in separate special education settings. This may include, but is not limited to:
- public or private preschools;
  - child-care facilities;
  - preschool classes offered to an eligible pre-kindergarten population by the public school system;
  - home/early childhood combinations; and
  - other combinations of early childhood settings.
- 22 Early Childhood Special Education Setting. Students who received all of their special education and related services in educational programs designed primarily for children with disabilities, housed in regular school buildings or other community-based settings. No education or related services are provided in early childhood settings. This may include, but is not limited to:
- special education classrooms in regular school buildings;
  - special education classrooms in child-care facilities, hospital facilities on an outpatient basis, or other community-based settings; and
  - special education classrooms in trailers or portables outside regular school buildings.
- 23 Home. Students who received all of their special education and related services in the principal residences of the children's families or caregivers.
- 24 Part-Time Early Childhood/Part-Time Early Childhood Special Education Setting. Students who received services in multiple settings, such that: (1) general and/or special education and related services are provided at home or in educational programs designed primarily for children without disabilities, and (2) special education and related services are provided in programs designed primarily for children with disabilities. This may include, but is not limited to:
- home/early childhood special education combinations;
  - child care, nursery school facilities, hospital facilities on an outpatient basis, or other community-based settings with special education provided outside of the regular class;
  - regular kindergarten classes with special education provided outside of the regular class;
  - separate school/early childhood combinations; and
  - residential facility/early childhood combinations.
- 25 Residential Facility. Students who received all of their special education and related services in publicly or privately operated residential schools or residential medical facilities on an inpatient basis.
- 26 Separate School. Students who received all of their special education and related services in educational programs in public or private day schools specifically for children with disabilities.
- 27 Itinerant Service Outside the Home. Students who received all of their special education and related services at a school, hospital facility on an outpatient basis, or other location

for a short period of time (i.e., no more than three hours a week). This does not include children receiving services at home. These services may be provided individually or to a small group of children. This may include, but is not limited to, speech instruction up to three hours a week in a school, hospital, or other community-based setting.

- 28 Reverse Mainstream Setting. Students who received all of their special education and related services in educational programs designed primarily for children with disabilities, but that include 50 percent or more children without disabilities.
- 29 Michigan School Readiness Program. Students in the state-funded preschool program for 4-year-old children at risk of school failure.

Do not confuse a program designed for children under the age of 5 with a student's age. For example, when a 5-year-old turns 6 after entering the program, a 6-year-old may be in the program designed for 5-year-old children.

**Programming edits:** When the field is left blank or is out of range when a "Primary Disability" (Field #36) code exists, a *fatal error* is reported. Students using code 20-29 must be 7 years of age or less as of September 1 of the current school year.

Fatal errors occur when this field is left blank and a primary disability code is reported, or the value is out of range, or students with codes 20-29 are 8 years of age or older as of September 1 of the current school year. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Student must have a primary disability code in Field #36. Students with codes 20-29 must be 7 years of age or less as of September 1.

Warning (none)

## Field 45: Exit/Completion Reason

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character
<b>Record position/type:</b>	411-412, integer
<b>Warehouse name/type:</b>	ExitStatusCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	<p>This is a two-position field that indicates why the student with disabilities left the setting or program (NN).</p> <p>01-17 See Field #23 for these codes</p> <p>20 Received certificate of completion or finished IEP requirements</p> <p>21 Reached maximum age</p> <p>22 Declassified</p> <p>25 Enrolled in another district, known to continue in special education</p> <p>26 Enrolled in another district, known not to continue in spec. educ.</p>

**Definition:** Use this code in addition to the “Exit Status” codes 1-17 in Field #23 for the reason the student is no longer in the educational setting since the last submission.

01-17 See Field #23 for these codes. Field #23: Exit Status codes 1-17 can be used in this field when the special education student leaves the district.

- 20 Received certificate of completion or finished IEP requirements. Received a certificate of completion in lieu of a standard high school diploma. Student exited his/her educational program, that is, high school-equivalent program, by receiving a special education high school diploma, a modified high school diploma, a special education certificate of completion of high school or educational program or some similar document.
- 21 Reached maximum age. Student reached the maximum age of 26 for receipt of programs or services and is no longer eligible to attend school.
- 22 Declassified. The student's final IEP determined that the student is no longer eligible for special education services, that is, no longer meets the criteria under Michigan rules for handicapping conditions. The student continues to participate in the local education agency's general education or vocational education programming and no longer requires special education services.
- 25 Enrolled in another district, known to continue in special education. Used when a student moved to another district in Michigan and is known to be continuing in special education. Movement to another district includes moving to state institutions.
- 26 Enrolled in another district, known not to continue in special education. Used when a student moved to another school district in Michigan and is known to be not continuing in special education. Movement to another district includes moving to state institutions, but not to special education programs.

**Programming edits:** If an exit reason is used, a valid date must occur in “Date Exited” (Field #46). Code must not be out of range. When reporting Fields #45 and #46, no other special education fields should be reported. Position two of Program Participation (Field #29) should be set to ‘0.’

Fatal errors occur when this field is left blank and valid date appears in Field #46: Date Exited or Completed. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Field #46 contains a valid date, and this field is blank.

Warning (none)



## Field 46: Date Exited or Completed

**Submission date:** Fall, Spring and EOY

**Field specifications:** 10-character

**Record position/type:** 413-422, integer with slashes

**Warehouse name/type:** ExitDate

**SIF Tag:** <>

**Code/format:** Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The Month, day, and year of the first day after the date a student last attended school, graduated, or became known officially to have left the educational setting. Place a date in this field when the student left school or terminated his/her special education program or service.

**Programming edits:** If a student is in a special education program, and if code 01-17 was used in the "Exit Status" (Field #23), or if code 20-26 was used in "Exit/Completion Reason" (Field #45), then a valid date must occur.

Fatal errors occur when this field is blank and code 01-17 was used in Field #23: Exit Status, or field is blank and code 20-26 was used in Field #45: Exit/Completion Reason.

Message: Field #23 used code 01-17, or Field #45 used code 20-26, and this field is blank.

When reporting Fields #45 and #46, no other special education fields should be reported. Position two of Program Participation (Field #29) should be set to '0.'

Warning (none)

**NOTE: CURRENT FIELD 47 (BELOW)**  
**RETIRED EOY 2004**

**Field 47: Number of Times Removed  
(Special Education Suspension/Expulsion)**

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character, right-justified
<b>Record position/type:</b>	423-424, integer
<b>Warehouse name/type:</b>	NumberOfTimesRemoved
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a two-position field (NN).

**Definition:** Specify the number of times the action was taken to remove the special education student because of any of the five codes listed in Field #49: Method of Removal: (1) removal by a hearing-officer decision of likely injury to self or others, (2) unilateral removal following a weapons offense, (3) unilateral removal following a drug offense, (4) an out-of-school suspension/expulsion (greater than 10 days), or (5) an accumulation of out-of-school suspensions (greater than 10 days).

**Programming edits:** If this field is used, a reason must occur in “Method of Removal” (Field #49).

Fatal errors occur when this field is blank, and Field #49: Method of Removal has a value.

Message: Field #49 has a removal, and this field is blank.

Warning (none)

**NOTE: CURRENT FIELD 48 (BELOW)**  
**RETIRED EOY 2004**

**Field 48: Cumulative Days of Suspension  
(Special Education Suspension/Expulsion)**

**Submission date:** Fall, Spring and EOY

**Field specifications:** Three-character, right-justified

**Record position/type:** 425-427, integer

**Warehouse name/type:** OutOfSchoolSuspensionDays

**SIF Tag:** <>

**Code/format:** This is a three-position field (NNN).

**Definition:** Specify the total number of school days (beyond 10 days) for a student with a disability who received an out-of-school suspension for any reason or behavior for the school year. This is the actual number of accumulated days of suspension under the Method of Removal defined in Field #49.

**Programming edits:** None.

No fatal errors.

Warning (none)

**NOTE: CURRENT FIELD 49 (BELOW)**  
**RETIRED EOY 2004**

**Field 49: Method of Removal  
(Special Education Suspension/Expulsion)**

**Submission date:** Fall, Spring and EOY

**Field specifications:** One-character

**Record position/type:** 428, integer

**Warehouse name/type:** RemovalMethodCode

**SIF Tag:** <>

**Code/format:** This is a one-position field (N).

- |   |  |
|---|--|
| 1 | Removal by a hearing officer                                     |
| 2 | Unilateral removal following a weapons offense                   |
| 3 | Unilateral removal following a drug offense                      |
| 4 | One out-of-school suspension/expulsion (greater than 10 days)    |
| 5 | Accumulation of out-of-school suspensions (greater than 10 days) |

**Definition:** Indicate how the removal of the student from the educational setting occurred.

*1 Removal by a Hearing Officer.* Those instances in which an impartial hearing officer orders the removal of a student with disabilities from his/her current educational placement to an appropriate alternative educational setting for not more than 45 days based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to self or others.

*2 Unilateral Removal, Weapons Offense.* Instances in which school personnel (not the IEP team) order the removal of a student with disabilities from his/her current educational placement to an appropriate interim alternative educational setting for the same amount of time that students without disabilities would be subject to discipline, but for not more than 45 days, if the student carries a weapon to school or to a school function.

*3 Unilateral Removal, Drug Offense.* Instances in which school personnel (not the IEP team) order the removal of a student with disabilities from his/her current educational placement to an appropriate interim alternative educational setting for the same amount of time that students without disabilities would be subject to discipline, but for not more than 45 days, if the student knowingly possesses or uses illegal drugs while at school or a school function, or sells or solicits the sale of a controlled substance while at school or a school function. This does not include alcohol or tobacco.

4 *Student* was subject to a single, long-term, out-of-school suspension/expulsion for more than 10 days during the school year.

5 *Student* was subject to out-of-school multiple suspensions accumulating to more than 10 days during the school year.

**Programming edits:** Code is not out of range.

Fatal errors occur when the code is out of range, or when a value appears in Field #47 or Field #48.

Message: The code is out of range or is missing.

Warning (none)

**NOTE: THE FOLLOWING FIELDS (47a, 47b, 47c, 47d, 48 AND 49) BEGIN EOY 2004**

**Fields 47a - 47d and Field 48**  
**Instructions on Special Education Disciplinary Action fields**

The counts collected in these five fields, Fields 47a – 47d and Field 48, will be reported to the Office of Special Education Programs (OESP) using Table 5 of the reporting documents required under Section 618 of the Individuals with Disabilities Education Act (IDEA). The counts and appropriate rankings will also be added to the Special Education Data Portraits.

The five fields, 47a, 47b, 47c, 47d, and Field 48 correspond to the five Method of Removal types in the former SRSD Field Number 49. For the Federal Table, only an *incident* count is required (not a count of *days*).

A zero or blank indicates that no removal or suspension incidents of that type occurred for the student. For Fields 47a through 47d, a '9' will be interpreted as "9 or more occurrences." The dependencies with other Special Education fields will only be invoked if a valid non-zero integer is recorded.

A single offense can only be counted once in the five fields 47a - 47d, or Field 48.

For offenses in Fields 47a, b, c, or d (the hearing officer, weapons, drugs, or long-term suspension categories), use the beginning date of the actual removal or suspension to determine the SRSD collection period for which the incident should be reported. For example, suppose a weapons offense incident occurred prior to the fall count date (fourth Wednesday in September) but that the 25-day removal for this incident actually began *after* the fall count date. For the fall count, this student would be reported with a zero (0) in field 47b. For the spring and end of year counts, assuming no further suspensions, the student would be reported with a one (1) in field 47b.

For Field 48, report a '1' for the SRSD collection period in which the eleventh day of accumulated suspensions actually falls. For example, suppose a student has a five-day suspension in September, then a three-day suspension in December, for a total of eight days. An additional five-day suspension then begins on the day prior to the spring SRSD count date. However, in this scenario, the eleventh day actually falls one day *after* the spring count date, in the end of year count. So, Field 48 is reported as '0' for the spring submission while the end of year submission reports Field 48 as '1'.

If a student exits Special Education prior to the end of the school year, then include only those incidents that occur while the student is in Special Education. If the student moves to another district or begins attending another district while on suspension from your district, do count the incident in the appropriate category.

If a removal or suspension occurs after the end of the school year, then report the incident in the subsequent Fall submission.

*Year-to-date* is defined as starting on the first official day of school and lasting to the appropriate current count date. *School year* is defined as starting on the first official day of school and lasting to the last official day of school. For the End of Year submission, *school year* is the same as *year-to-date*.

## Example

Fall Count date: Sept 24<sup>th</sup>

Spring Count date: Feb 11<sup>th</sup>

The student receives three disciplinary removals for the school year as follows and all three fall within the same category (Removal by a Hearing Office, Field 47a).

	Beginning Date of Removal	Number of Days Removed
<i>Removal #1</i>	Sept 10	12
<i>Removal #2</i>	Oct 12	15
<i>Removal #3</i>	Feb 5	11

Since the *beginning date* of removal #1 fell prior to the fall count date (September 24<sup>th</sup>), Field 47a would be reported as '1' for the fall submission. For the spring submission, since the beginning dates for the subsequent two removals both fell prior to the spring count date (Feb 11<sup>th</sup>), Field 47a would report the cumulative number of removals year-to-date, which is now '3'. Assuming no further removals, the reported count for Field 47a for end-of-year submission would simply be a carry-over of the spring count, or '3'.

## Relationship to Expulsion Fields 112-120

If completing one of the special education disciplinary infraction fields (Fields 47a – e), there is no longer a requirement to also complete Fields 112 through 120 *unless* the student has been officially expelled from the school district (that is, disciplinary procedures relevant to students without disabilities have been deemed appropriate and applied in this case).

## **NOTE: THIS FIELD BEGINS EOY 2004**

### **Field47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer**

<b>Submission date:</b>	Fall, Spring and End of Year
<b>Field use:</b>	See face-page for Fields 47a - 47d and Field 48, Instructions on Special Education Disciplinary Action Fields
<b>State of Michigan office contact:</b>	Office of Special Education and Early Intervention Services. 517-335-0454 NuttallJ@mi.gov
<b>Field specification:</b>	1-character (0-9 or blank)
<b>Record position/type:</b>	423, integer
<b>Database field name:</b>	
<b>SIF tag:</b>	<>
<b>Code/format:</b>	Number of times removed by a special education hearing officer, year-to-date
<b>Dependencies with other fields:</b>	If a valid non-zero integer occurs in this field, then Field #36 (Primary Disability) and Field #38 (Date of IEP) must contain valid data and Field #29 (Program Participation), 2 <sup>nd</sup> position, must contain '1'. Fatal error occurs otherwise.

**Programming edits:** Fatal errors occur if field specifications or dependencies are not followed (see “Dependencies with other fields” above).

**Definition:** Specify the number of times, year-to-date, that the student was removed to an interim alternative educational setting based on special education hearing officer's determination. '9' is interpreted as "9 or more".

#### **Removal by a Hearing Officer**

These are instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 days based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or others.



## **NOTE: THIS FIELD BEGINS EOY 2004**

### **Field 47b: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Weapons Offense**

<b>Submission date:</b>	Fall, Spring and End of Year
<b>Field use:</b>	See face-page for Fields 47a - 47d and Field 48, Instructions on Special Education Disciplinary Action Fields
<b>State of Michigan office contact:</b>	Office of Special Education and Early Intervention Services. 517-335-0454 NuttallJ@mi.gov
<b>Field specification:</b>	1-character (0-9 or blank)
<b>Record position/type:</b>	424, integer
<b>Database field name:</b>	
<b>SIF tag:</b>	<>
<b>Code/format:</b>	Number of times removed by school personnel to an interim alternative educational setting following a weapons offense, year-to-date.
<b>Dependencies with other fields:</b>	If a valid non-zero integer occurs in this field, then Field #36 (Primary Disability) and Field #38 (Date of IEP) must contain valid data and Field #29 (Program Participation), 2 <sup>nd</sup> position, must contain '1'. Fatal error occurs otherwise.

**Programming edits:** Fatal errors occur if field specifications or dependencies are not followed (see “Dependencies with other fields” above).

**Definition:** Specify the number of times, year-to-date, that the student was removed by school personnel to an interim alternative educational setting following a weapons offense. '9' is interpreted as "9 or more".

#### **Unilateral Removal – A Weapons Offense**

These are instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 days, where the incident involves a weapon. The IEP team is responsible for determining the interim alternative educational placement. Unilateral removals do NOT include decisions by the IEP team to change a student's placement.

## **NOTE: THIS FIELD BEGINS EOY 2004**

### **Field 47c: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Drug Offense**

<b>Submission date:</b>	Fall, Spring and End of Year
<b>Field use:</b>	See face-page for Fields 47a - 47d and Field 48, Instructions on Special Education Disciplinary Action Fields
<b>State of Michigan office contact:</b>	Office of Special Education and Early Intervention Services. 517-335-0454 NuttallJ@mi.gov
<b>Field specification:</b>	1-character (0-9 or blank)
<b>Record position/type:</b>	425, integer.
<b>Database field name:</b>	
<b>SIF tag:</b>	<>
<b>Code/format:</b>	Number of times removed following a drug offense, year-to-date.
<b>Dependencies with other fields:</b>	If a valid non-zero integer occurs in this field, then Field #36 (Primary Disability) and Field #38 (Date of IEP) must contain valid data and Field #29 (Program Participation), 2 <sup>nd</sup> position, must contain '1'. Fatal error occurs otherwise.

**Programming edits:** Fatal errors occur if field specifications or dependencies are not followed (see “Dependencies with other fields” above).

**Definition:** Specify the number of times, year-to-date, that the student was removed following a drug offense. '9' is interpreted as "9 or more".

#### **Unilateral Removal – A Drug Offense**

These are instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 days, where the incident involves the use, possession, sale, or solicitation of drugs. These incidents do not include alcohol or tobacco. The IEP team is responsible for determining the interim alternative educational placement. Unilateral removals do NOT include decisions by the IEP team to change a student's placement.

## **NOTE: THIS FIELD BEGINS EOY 2004**

### **Field 47d: Special Education Disciplinary Action: Number of Individual Out-Of-School Suspensions (Year-To-Date) Greater than 10 Days**

<b>Submission date:</b>	Fall, Spring and End of Year
<b>Field use:</b>	See face-page for Fields 47a - 47d and Field 48, Instructions on Special Education Disciplinary Action Fields
<b>State of Michigan office contact:</b>	Office of Special Education and Early Intervention Services. 517-335-0454 NuttallJ@mi.gov
<b>Field specification:</b>	1-character (0-9 or blank)
<b>Record position/type:</b>	426, integer.
<b>Database field name:</b>	
<b>SIF tag:</b>	<>
<b>Code/format:</b>	Number of separate times, year-to-date, that the student was given an out-of-school suspension for a period exceeding 10 days.
<b>Dependencies with other fields:</b>	If a valid non-zero integer occurs in this field, then Field #36 (Primary Disability) and Field #38 (Date of IEP) must contain valid data and Field #29 (Program Participation), 2 <sup>nd</sup> position, must contain '1'. Fatal error occurs otherwise.

**Programming edits:** Fatal errors occur if field specifications or dependencies are not followed (see “Dependencies with other fields” above).

**Definition:** Specify the number of separate times, year-to-date, that the student was subject to a single, long-term, out-of-school suspension for more than 10 days. '9' is interpreted as "9 or more".

#### **Long-term suspension greater than 10 days**

These are instances in which the student was subject to a single long-term, out-of-school suspension for more than 10 days. Include only out-of-school suspensions. A student can have multiple long-term suspensions.

## **NOTE: THIS FIELD BEGINS EOY 2004**

### **Field 48: Special Education Disciplinary Action: Multiple Short-Term Out-Of-School Suspensions Accumulating to More than 10 Days (Year-To-Date)**

<b>Submission date:</b>	Fall, Spring and End of Year
<b>Field use:</b>	See face-page for Fields 47a - 47d and Field 48, Instructions on Special Education Disciplinary Action Fields
<b>State of Michigan office contact:</b>	Office of Special Education and Early Intervention Services. 517-335-0454 NuttallJ@mi.gov
<b>Field specification:</b>	1-character (0, 1, or blank)
<b>Record position/type:</b>	427, integer.
<b>Database field name:</b>	
<b>SIF tag:</b>	<>
<b>Code/format:</b>	Record a 1 if the student received multiple short-term out-of-school suspensions that together accumulate to more than 10 days.
<b>Dependencies with other fields:</b>	If a value of 1 occurs in this field, then Field #36 (Primary Disability) and Field #38 (Date of IEP) must contain valid data and Field #29 (Program Participation), 2 <sup>nd</sup> position, must contain '1'. Fatal error occurs otherwise.
<b>Programming edits:</b>	Fatal errors occur if field specifications or dependencies are not followed (see "Dependencies with other fields" above).
<b>Definition:</b>	Record a 1 if the student was subject to multiple (10 day or less) out-of-school suspensions that together accumulate to a total of more than 10 days.
<b>Multiple Short-term out-of-school suspensions:</b>	These are cases in which the student was subject to multiple short-term out-of-school suspensions summing to more than 10 days. Each suspension must be less than or equal to 10 days, otherwise it would be reported in Field 47d. Multiple short-term out-of-school suspensions are accumulated and summed for the entire school year. A student can only be counted once in this category, even if additional out-of-school suspensions occur, so the value of Field 48 can only be zero (0) or one (1). An out-of-school suspension for any part of a day is calculated as a full-day suspension.

## **NOTE: THIS FIELD BEGINS EOY 2004**

### **Field 49: Reserved Field**

**Submission date:** Fall, Spring and EOY

**Field specifications:** One-character

**Record position/type:** 428

**Warehouse name/type:**

**SIF Tag:** <>

**Code/format:** Pad this field with blanks.

**Definition:** This field is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 50: IDEA Headcount Claimant

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	429, integer
<b>Warehouse name/type:</b>	IDEAHeadcountCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a one-position field (N).
	3    Operating district
	4    Resident LEA

**Definition:** Indicate the district claiming this student for the Special Education Federal Individuals with Disabilities Education Act (IDEA) headcount.

This field identifies the student who may be served in multiple districts. The districts involved must determine among themselves which district will submit the student for the IDEA headcount.

Use this field **only** for special education students who are split/shared between **districts**. These students would be considered Pupil Accounting Population III: Cooperative Education special education students.

All special education students must be counted, birth through age 26. All districts may **report** a special education student for membership but only one district can **count** the student for the IDEA unduplicated count. This field identifies the district that is counting the student for the unduplicated headcount. When a student is split/shared between the districts, the district counting the student for the IDEA headcount is listed.

3 The operating district identified in Field #3 counts this student for the IDEA headcount.

4 The resident LEA identified in Field #4 counts this student for the IDEA headcount.

This field provides a method of submitting a single unduplicated record for federal count purposes for the agreed-upon district claiming the student. Code 3 should be used for special education students who are not split/shared between districts.

**Programming edits:** All special education students should have a '3' or a '4' in this field. Ensure that only one district identified by code 3 or by code 4 exists for this student, not both. Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the code is invalid or out of range.

Message: Check to ensure code is valid and within range.

Warning (none)

## Field 51: Reserved Field

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	430
<b>Warehouse name/type:</b>	StuOptFl
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

**Structure for  
Early Childhood and Parenting Programs**



## Field 52: Early Childhood Enrollment

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character, five occurrences separated into five, two-byte sectors, left-justified, leading zero, padded with blanks
<b>Record position/type:</b>	431-440, integer
<b>Warehouse name/type:</b>	ECEnrollmentCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a two-position field that indicates placement (NNNNNNNNNN).
	01 Michigan School Readiness Program (MSRP)
	02 (code currently retired)
	03 Head Start
	04 Title I Preschool
	05 Tuition-Based Preschool or Child Care
	06 Even Start Family Literacy Program
	07 0-3 Secondary Prevention
	08 ASAP-PIE
	09 (code not currently used)
	10 Early Head Start
	99 Other Program

**Definition:** Indicate the early childhood program(s) in which the child is participating. Up to five programs may be entered. Early Childhood programs generally refer to programs intended for children from birth to kindergarten entry (that is, up to but not including kindergarten).

- 01 Michigan School Readiness Program (MSRP) part-day or home-based services for children the age of four by December 1. Preschool-age children in programs for four-year-olds who may be at-risk of school failure. Each child must have two of the 25 identified risk factors; more than 50 percent of the children must be low income. Funded under the State School Aid Act, Section 32d, 37-40 or through a competitive Michigan School Readiness Program grant.
- 02 (code currently retired)
- 03 Head Start. Children three through five years of age served in school districts by local grantees or delegates of the federal Head Start program. Intended to serve children whose family income is at or below federal poverty guidelines.
- 04 Title I Preschool. Program for children age four by December 1 in districts that provide services utilizing Title I, Part A of ESEA, as long as they follow Head Start guidelines.
- 05 Tuition-Based Preschool or Child Care. Children birth to kindergarten entry in a classroom program provided through a regular or community education program. Parents pay tuition to enroll their children; child-care reimbursement may be provided by the Family Independence Agency or scholarships.

- 06 Even Start Family Literacy Program. Children birth to kindergarten entry in programs that integrate early childhood education, adult literacy or adult basic education, and parenting education into a unified family literacy program. Funding is through Part (3) of Title I of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act.
- 07 0-3 Secondary Prevention Grants. Children receiving services that are designed to foster positive parenting skills, improve parent/child interaction, promote access to needed community services, increase local capacity to serve families at risk, improve school readiness, and support healthy family environments that discourage alcohol, tobacco, and other drug use. Managed by the Children's Trust Fund. Interagency funding, including Section 32c of the State School Aid Act.
- 08 All Students Achieve Program-Parent Involvement and Education (ASAP-PIE) Grants. Children birth to kindergarten entry in school districts with collaborative community efforts for families to enhance children's school readiness, to reduce/prevent the need for special education programs and services in elementary school, and to foster the maintenance of stable families. Funded under the State School Aid Act, Section 32b.
- Beginning End-Of-Year 2003, code '09' in Field #52 (formerly Developmental Kindergarten) was retired. Developmental/Retention Kindergarten should be reported in Field #125. NOTE: If student is being claimed for FTE, student must also be reported as '00' (kindergarten) in Field #19. See Field #19 for further.
- 10 Early Head Start: Children from birth to age three served in school districts by local grantees of the federal Head Start program.
- 99 Other district-sponsored programs not defined above. A free comprehensive program not operated with state or federal funds.

**Programming edits:** Check to ensure that code is not out of range.

Fatal errors occur when code is invalid or code is out of range. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Check to ensure code is valid and within range.

Warning (none)

## Field 53: Early Childhood Exit/Completion Reason

**Submission date:** Fall, Spring and EOY

**Field specifications:** 3-character

**Record position/type:** 441-443, character

**Warehouse name/type:** ExitStatusCode

**SIF Tag:** ◇

**Code/format:** This is a three position field (NNN) that indicates why the child left the early childhood program. If the child was in an early childhood setting in a prior submission and has transferred to another early childhood program for the current submission, report the new program in Field #52 and either code '064' or '065' in Field #53. Because this is a 3 character field, the codes should have a leading zero, as follows:

- 063 Normal program completion
- 064 Parent initiated transfer to another early childhood program before completion of the current program
- 065 Program initiated transfer to an early childhood *special education* program before completion of the current program
- 066 Child's behavior does not match program expectations
- 067 Parent decision to withdraw child
- 068 Child deceased

**Definition:** Primary reason why the child left or completed the early childhood program or service.

- 063 Used for a child who enrolled and completed regularly scheduled or prescribed program.
- 064 Parent makes a request to transfer out of one early childhood program and into another early childhood program, e.g. from Head Start to a Michigan School Readiness Program, Early Childhood Special Education, etc. This request results in the child making a transfer prior to completion of the original program.
- 065 Program staff make a referral for Special Education evaluation, which results in parental consent to transfer the child from the current program into an Early Childhood *Special Education* program.
- 066 Program staff are not able to accommodate a child with extreme behaviors that may result in injury to other children and staff and/or make program management impossible.
- 067 Parent withdraws child for any reason. This would include families moving out of the district.
- 068 Child has died.

**Programming edits:** Fatal error occurs if a valid value is reported in Field #53 and Field #52 (Early Childhood Enrollment) is not reported.

**Structure for  
Early-On<sup>®</sup> Children**

## Field 54: Eligibility Code

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	444, integer
<b>Warehouse name/type:</b>	EarlyOn <sup>®</sup> EligibilityCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Eligibility of the child as identified on the IFSP or IEP (N)
	<ul style="list-style-type: none"> <li>1 Both Part B and Part C of IDEA</li> <li>2 Part B of IDEA Only</li> <li>3 Part C of IDEA Only</li> <li>4 Neither Part B nor Part C</li> </ul>

**Definition:** Eligibility conditions are defined in Part B and Part C of IDEA 97. In order for a child to be counted in codes 1 and 3, s/he must have an Individual Family Services Plan (IFSP).

- 1 Both Part B and Part C of IDEA. The child is between the age of birth and 3 years, and has been identified as eligible for services under one of the categories defined in the Michigan Administrative Rules for Special Education and Part C of IDEA.
- 2 Part B of IDEA Only. The child's age is greater than 3 years and s/he is eligible for services under Part B of IDEA, as defined in the Michigan Administrative Rules for Special Education.
- 3 Part C of IDEA Only. The child is between the age of birth and 3 years and has been identified as eligible for services because of a developmental delay or an established condition which has a high probability of developing a delay, as defined in the Michigan Early-On<sup>®</sup> (Part C of IDEA) Eligibility Criteria. The developmental delay has not been identified as meeting the eligibility criteria of Special Education.
- 4 Neither Part B nor Part C. After evaluation, the child does not qualify under the eligibility criteria of either Part B or Part C.

**Programming edits:** Ensure that the student is in the third position in the "Program Participation" (Field #29). If the eligibility code is out of range or blank, a *fatal error* is reported. Ensure that the age of the child is 3 years or less for codes 1 and 3.

Fatal errors occur when the student is in third position in Field #29: Program Eligibility/ Participation and Field #54 is blank, the code is invalid or out of range, or the child is older than 3 years for codes 1 and 3.

Message: Check to ensure Field #29 is in proper position and, if so, Field #54 has not been left blank or contains an invalid or out-of-range code. Child must be 3 years or less for codes 1 and 3.

Warning (none)

## Field 55: Date of IFSP for Part C

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	445-454, integer with slashes
<b>Warehouse name/type:</b>	DateOfIFSP
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The date of the child's most recent IFSP should be placed in this field. This infant or toddler, birth through age 2, is eligible for Part C of IDEA, **is not** eligible for special education, and is receiving early intervention services according to an Individual Family Service Plan (IFSP).

**Common entry errors:** Check that the field is completed with the IFSP date or the date of temporary placement, not the current date.

**Programming edits:** When the "Eligibility Code" is 1 or 3 in Field #54 and if the IFSP date is out of range, blank, or not a real date, a *fatal error* is reported.

Fatal errors occur when Field #54: Eligibility Code is 1 or 3 and this date is out of range or blank.

Warning (none)

## Field 56: Primary Setting for Part C

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character
<b>Record position/type:</b>	455-456, integer
<b>Warehouse name/type:</b>	PrimarySettingCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	The type of setting in which child is receiving services (NN)
	31 Home
	33 Program Designed for Typically Developing Children
	34 Service Provider Location (outpatient)
	35 Program Designed for Children with Developmental Delays or Disabilities
	36 Hospital (inpatient)
	37 Residential Facility
	38 Other Setting

**Definition:** The primary setting in which a child between the ages of birth through 2 years is receiving services. *The child is counted according to the type of program being received at a location, not the type of location.*

- 31 Home. Services are provided in the principal residence of the child's family or caregivers or family day care.
- 33 Program Designed for Typically Developing Children. Services are provided in a facility regularly attended by a group of children (Regular Nursery School, Preschool, or Day Care). Most of the children in this setting do not have disabilities. For example, the child is being served in a child-care center.
- 34 Service Provider Location (outpatient). The child receives services at a center, clinic, or hospital where the infant or toddler comes for short periods of time (e.g., 45 minutes). These services may be delivered individually or to a small group of children.
- 35 Program Designed for Children with Developmental Delays or Disabilities. The child is in an organized program of at least one hour in duration provided on a regular basis. The program is usually directed toward the facilitation of one or more developmental areas. Examples include early intervention classrooms/centers and developmental child-care programs.
- 36 Hospital (inpatient). The child is in a hospital or a residential medical facility. The child must be receiving services on an inpatient basis.
- 37 Residential Facility. The child is in a residential treatment facility that is not primarily medical in nature, where the infant or toddler currently resides in order to receive early intervention services.



- 38 Other Setting. The child is receiving a service not included in the settings or programs listed above. For example, if the only component of the infant's early intervention services is parent counseling during which the child is not present, and the child receives no direct service, count as "other."

**Programming edits:** If the "Eligibility Code" is 1 or 3 in Field #54 and this field is blank, a *fatal error* is reported.

Fatal errors occur when Field #54: Eligibility Code is 1 or 3, and this field is blank.

Warning (none)

## Field 57: Services Provided under IDEA Part C

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Three-character code, six occurrences, separated into six, three-byte sectors, padded with blanks
<b>Record position/type:</b>	457-474, integer
<b>Warehouse name/type:</b>	ServicesProvidedCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Services provided in accordance with a child's Individual Family Services Plan (NNNNNNNNNNNNNNNNNNNN)  801 Audiology 802 Family Training, Counseling, and Home Visits 803 Health Services 804 Medical Services 805 Nursing Services 806 Nutrition Services 807 Occupational Therapy 808 Physical Therapy 809 Psychological Services 810 Respite Care 811 Transportation 812 Social Work Services 813 Special Instruction 814 Speech & Language Pathology 815 Other Early Intervention Services 816 Assistive Technology Services or Devices 817 Vision Services

**Definition:** Codes 801 to 817 indicate services provided in accordance with the child's Individual Family Services Plan (IFSP).

- 801 Audiology. Includes identification, evaluation, and referral of children with auditory impairment; provision of auditory training, aural rehabilitation, speech reading and listening device orientation and training; provision of services for prevention of hearing loss; determination of the child's need for individual amplification, including selecting, fitting, and dispensing appropriate listening and vibrotactile devices, and evaluating the effectiveness of those devices.
- 802 Family Training, Counseling, and Home Visits. Includes services provided by social workers, psychologists, or other qualified personnel to assist the family in understanding the special needs of the child and enhancing the child's development.
- 803 Health Services. Includes services necessary to enable a child to benefit from other early intervention services under this part during the time the child is receiving other early intervention services.

- 804 Medical Services only for Diagnostic or Evaluation Purposes. Includes services provided by a licensed physician to determine a child's developmental status and need for early intervention services.
- 805 Nursing Services. Includes the assessment of health status for providing nursing care; provision of nursing care to prevent health problems, restore or improve functioning, and promote optimal health and development; and administration of medications, treatments, and regimens prescribed by a licensed physician.
- 806 Nutrition Services. Includes conducting individual assessment in nutritional history and dietary intake, anthropometric, biochemical, and clinical variables, feeding skills and feeding problems, and food habits and food preferences; developing and monitoring appropriate plans to address nutritional needs; and making referrals to appropriate community resources to carry out nutrition goals.
- 807 Occupational Therapy. Includes services to address the functional needs of a child related to adaptive development, adaptive behavior and play; and sensory, motor, and postural development. These services are designed to improve the child's functional ability to perform tasks in the home, school, and community settings.
- 808 Physical Therapy. Includes services to address the promotion of sensorimotor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation.
- 809 Psychological Services. Includes administering psychological and developmental tests and other assessment procedures; interpreting assessment results; obtaining, integrating, and interpreting information about child behavior and child and family conditions related to learning, mental health, and development; and planning and managing a program of psychological services, including psychological counseling for children and parents, family counseling, consultation on child development, parent training, and education programs.
- 810 Respite Care. Includes temporary child-care services that are short term and nonmedical in nature, provided either in or out of the home. These services are designed to provide temporary relief to the primary caregiver.
- 811 Transportation and Related Costs. Include the cost of travel (e.g., mileage, or travel by taxi, common carrier, or other means) and other costs (e.g., tools and parking expenses) that are necessary to enable infants and toddlers with disabilities to receive early intervention services.
- 812 Social Work Services. Include evaluation of a child's living conditions and patterns of parent-child interaction; psychosocial developmental assessment of the child within the family context; identifying, mobilizing, and coordinating community resources and services to enable the child and family to benefit from early intervention services.
- 813 Special Instruction. Includes the design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction; curriculum planning, including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the child's IFSP; providing families with information, skills, and support related to enhancing the skill development of the child; and working with the child to enhance the child's development.
- 814 Speech & Language Pathology. Includes identification of children with communicative or oropharyngeal disorders and delays in development of communication skills, including the diagnosis and appraisal of specific disorders and delays in those skills; referral for medical or other necessary professional services; provision of services for the habilitation, rehabilitation,

or prevention of communication or oropharyngeal disorders and delays in development of communication skills.

- 815 Other Early Intervention Services. Includes early intervention services which are not specified on this report.
- 816 Assistive Technology Services. Includes services that directly assist a child with a disability in the selection, acquisition, or use of an assistive technology device.
- I. Vision Services. Includes evaluation and assessment of visual functioning, including the diagnosis and appraisal of specific visual disorders, delays, and abilities; referral for medical or other necessary services; and communication skills training, orientation and mobility training for all environments, visual training, independent living skills training, and additional training necessary to activate visual motor abilities.

**Programming edits:** If the “Eligibility Code” is 1 or 3 in Field #54 and this field is blank, a *fatal error* is reported.

Fatal errors occur when Field #54: Eligibility Code is 1 or 3, and this field is blank.

Warning (none)

## Field 58: Exit/Completion Reason

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character, padded with blanks
<b>Record position/type:</b>	475-476, integer
<b>Warehouse name/type:</b>	ExitStatusCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a two-position field that indicates why the child left (NN).  30 Reached maximum age, eligible for Special Education 31 Reached maximum age, not eligible for Special Education, exited to other programs 32 Reached maximum age, not eligible for Special Education, exited with no referrals 33 Reached maximum age, unknown eligibility for Special Education 34 Ineligible 35 Deceased 36 Moved 37 Withdrawn by parent 38 Unable to contact

**Definition:** Primary reason why the child left or completed the Early-On<sup>®</sup> program or service.

- 30 Reached maximum age, eligible for Special Education: The child has reached the maximum age of 3 years and was determined to be eligible for Part B of IDEA at exit.
- 31 Reached maximum age, not eligible for Special Education, exited to other programs: Includes all children who reached maximum age for Part C, were determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers and child-care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.
- 32 Reached maximum age, not eligible for Special Education, exited with no referrals: Includes all children who reached maximum age for Part C, were determined not eligible for Part B, but were not referred to other programs.
- 33 Reached maximum age, unknown eligibility for Special Education: Includes all children for whom Part B eligibility has not been made. This category includes all children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported and children for whom parents did not consent to transition planning.
- 34 Ineligible: The child is no longer eligible for services. This includes a child who has not reached maximum age for Part C, has successfully completed his/her IFSP, and no longer requires services under IDEA, Part C or Part B.
- 35 Deceased: The child died during the reporting period.

- 36 Moved: The child moved out of the service area during the reporting period.
- 37 Withdrawn: The child's parents declined all services after an IFSP/IEP was in place or declined to consent to IFSP/IEP services and provided written or verbal indication of withdrawal from services.
- 38 Unable to contact: Attempts to contact the parent of the child were unsuccessful. This includes a child who has not reached the maximum age of service under Part C, who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family after repeated, documented attempts. *This also includes any child who exited Part C before reaching the maximum age and who has not been counted in any of the categories above.*

**Programming edits:** If an exit reason is used, a valid date must occur in "Date Exited or Completed" (Field #60). Check to ensure that code is not out of range.

Fatal errors occur when this field is blank, and a valid date appears in Field #60: Date Exited or Completed.

Message: Field #60 contains a valid date, and this field is blank.

Warning (none)

## Field 59: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** One-character

**Record position/type:** 477

**Warehouse name/type:** StuOptFldEO

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 60: Date Exited or Completed

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	478-487, integer with slashes
<b>Warehouse name/type:</b>	Exit Date
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The month, day, year of the first day after the date the child last attended school, or became known officially to have left the special educational setting. Place a date in this field when the child left school or terminated his/her education program or service.

**Programming edits:** If code 30-38 was used in the “Exit/Completion Reason” (Field #58), then a valid date must occur.

Fatal errors occur when this field is blank, and a valid code (30-38) has been entered in Field #58: Exit/Completion Reason.

Message: Field #58 used codes 30-38, and this field is blank.

Warning (none)



## Field 61: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** Two-character

**Record position/type:** 488-489

**Warehouse name/type:** StuOptFldEO

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 62: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** Three-character

**Record position/type:** 490-492

**Warehouse name/type:** StuOptFldEO

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

**Structure for  
Students Participating in a State-Approved  
Career and Technical Education Program**

## Field 63: Student Population Category

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Eight-character
<b>Record position/type:</b>	493-500, Boolean (integer)
<b>Warehouse name/type:</b>	StudentPopulationCategoryCode
<b>SIF Tag:</b>	◁

**Code/format:** This is a unique eight-position field using either a 0 or a 1 in the proper position (NNNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student may be academically disadvantaged and receive a code of 01000000. If the same student was a displaced homemaker, the code would be 01000010. Using this procedure, reporting multiple programs for a student is possible.

Regular Career/Technical Education (first position)  
Academically Disadvantaged (second position)  
Limited English Proficiency (third position)  
Disabled (fourth position)  
Juvenile Offender (fifth position)  
Single Parent (sixth position)  
Displaced Homemaker (seventh position)  
Reserved for future use (eighth position)

**Definition:** The definitions of the following terms used in this document were taken from the language in the Carl D. Perkins Vocational and Applied Technology Education Act or U.S. Department of Education Regulations.

10000000	Regular CTE Student. A “regular” student is one who does not meet the definitions of one of the special populations groups.
01000000	Academically Disadvantaged. The term refers to individuals whose secondary school grades are below 2.0 on a 4.0 scale, who fail to attain minimum academic competencies, or who have dropped out of school and are enrolled in an alternative education program for academic reasons, and who require assistance to succeed in a career and technical education program.
00100000	LEP. The term “limited English proficiency” means a secondary school student, or an out-of-school youth, who has limited English language, and (a) whose native language is a language other than English; or (b) who lives in a family or community environment in which a language other than English is the dominant language.
00010000	Disabled. The term “individual with a disability” means an individual with a physical or mental impairment that substantially limits one or more of the major life activities of such individual, an individual with a record of such an impairment, or an individual regarded as having such an impairment (as

defined in Section 3 of the Americans with Disabilities Act of 1990 [42 U.S.C. 12102]).

00001000	Juvenile Offender. The term refers to youth who have been involved with the juvenile justice system as a result of having committed a crime, are incarcerated in state correctional facilities or are residents of other state-funded residential facilities for juvenile offenders, or have been placed by the courts in a residential facility or a juvenile detention center and who are transitioning back into the community.
00000100	Single Parent. At the secondary level a single parent, including a single pregnant woman, means a student who is age nineteen or below, is without a high school diploma, is unmarried or legally separated from spouse, and has a minor child or children for which the parent has either custody or joint custody.
00000010	Displaced Homemaker. The term “displaced homemaker” means an individual who has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; has been dependent on the income of another family member but is no longer supported by that income; or is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than two years after the date on which the parent applies for assistance under this title; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Displaced homemakers are served by postsecondary institutions.
00000001	Reserved for future use.

**Programming edits:** Ensure that the student is in the fourth position in the “Program Participation” (Field #29). Error check to ensure a valid code is in this field and not out of range. This field can have any number of ones (1)s provided the first position is zero. If the first position is ‘1,’ then no other ones ‘1s’ are allowed.

Fatal errors occur when the field is blank, and a valid value is entered for Field #65; a valid number is in the first position, and any other position in this field has a valid number; or an invalid code is in this field.

A warning is issued when the field is blank, and a number 1 is in the fourth position of Field #29.

Warning message: Verify that the student is not in a State-Approved Career and Technical Education Program.

## Field 64: Related Work Study

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	501, integer
<b>Warehouse name/type:</b>	CTERelatedWorkStudyCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	The type of program the student is enrolled in (N).  1 Co-op 2 APPR

**Definition:** Type of program in which the student is participating. This is only for students in an approved CTE program. This does not include work-study students as defined in Michigan's Special Education Administrative Rules.

- 1 Co-op—Cooperative education. A method of vocational career instruction for students who, through written cooperative arrangements between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in the occupational field. The two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and to his or her employability. A student enrolled in "Co-op" must be concurrently (same school year) enrolled and reported in the related wage-earning program (34 CFR 400.4).
- 2 APPR—Apprenticeship. A comprehensive, formal training system that culminates in journeyman status; exposes trainees to a highly skilled occupation through structured training on the job and related theoretical instruction. This program of study must be approved by the U.S. Department of Labor, Bureau of Apprenticeship (29 CFR 29.2).

**Programming edits:** Edit check to ensure that the code is not out of range. If this field has a code, then "CTE Approved Program" (Field #65) must have a code.

Fatal errors occur when an invalid value is in the field; or if this field contains a valid value, and a number 1 is not in the fourth position in Field #29: Program Eligibility/Participation.

Warning (none)

## Field 65: CTE Approved Program

<b>Submission date:</b>	Fall and Spring
<b>Field specifications:</b>	10-character, with two decimal points, four occurrences, separated into four, 10-byte sectors
<b>Record position/type:</b>	502-541, integer (with decimal points)
<b>Warehouse name/type:</b>	CTEProgramCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	(NN.NNNN.NN)

**Definition:** This field identifies the program and all standardized courses in which a student can be enrolled. Enter the approved CTE program combined CIP Code and Course Code(s) in which the student is enrolled in this field. The following list contains all standardized CIP Codes and Course Codes. Other course codes are acceptable pending approval of CTE consultant. If the course is not a standard course, but is an approved program, use the '00' course code.

<b><i>CIP Code</i></b>	<b><i>Program Area</i></b>	<b><i>Course Name</i></b>
01.0000.02	Agriculture, Agricultural Operations and Related Sciences	Plant Science
01.0000.03	Agriculture, Agricultural Operations and Related Sciences	Animal Health (Large)
01.0000.04	Agriculture, Agricultural Operations and Related Sciences	Business Management/ Marketing
01.0000.05	Agriculture, Agricultural Operations and Related Sciences	Mech Technical
01.0000.06	Agriculture, Agricultural Operations and Related Sciences	Comm & Leadership Development
02.0205.00	Agricultural Mechanics and Equipment/Machinery Technology	
03.0000.01	Natural Resources and Conservation	Natural Resources
10.0202.00	Radio & Television Broadcasting Technology	
10.0301.00	Graphics Communications	
11.1000.09	Information Technology	Network Administration
11.1000.10	Information Technology	CIW (Webmaster)
11.1000.11	Information Technology	Inform Programming & Software
11.1000.12	Information Technology	Inform Support & Services
12.0400.01	Cosmetology	Cosmetologist
12.0400.02	Cosmetology	Nail Technician
12.9999.01	Personal and Culinary Services	Cooking and Related Culinary Arts (Core)
12.9999.02	Personal and Culinary Services	Restaurant, Culinary, and Catering Management-Manager
12.9999.03	Personal and Culinary Services	Hotel/Motel Administration/ Management
12.9999.04	Personal and Culinary Services	Tourism and Travel Services Management
12.9999.05	Personal and Culinary Services	Food Service Systems Admin Mgmt
13.0000.00	Education General	

<b><i>CIP Code</i></b>	<b><i>Program Area</i></b>	<b><i>Course Name</i></b>
15.0403.00	Electro-Mechanical Technology	
15.0607.00	Plastics Engineering Technology/Technician	
15.0612.01	Industrial Production Technology/Technician	Paper Technology
15.0612.02	Industrial Production Technology/Technician	Computer Technology
15.0612.03	Industrial Production Technology/Technician	Chemical Processing Technician
15.0612.05	Industrial Production Technology/Technician	Quality Control Technology
15.0612.06	Industrial Production Technology/Technician	Instrumentation Technology
15.0612.07	Industrial Production Technology/Technician	Robotics Technology
15.1301.01	Drafting and Design Technology	Drafting Technology
15.1301.02	Drafting and Design Technology	CAD Drafting
15.1301.03	Drafting and Design Technology	Architectural Drafting
15.1301.04	Drafting and Design Technology	Civil Drafting
15.1301.05	Drafting and Design Technology	Electrical/Electronics Drafting
15.1301.06	Drafting and Design Technology	Mechanical Drafting
19.0000.02	Family and Consumer Sciences	Parenthood Education
19.0000.03	Family and Consumer Sciences	Personal Living
19.0000.04	Family and Consumer Sciences	Consumer Education
19.0000.06	Family and Consumer Sciences	Essential Health & Living
19.0000.07	Family and Consumer Sciences	Family Living
19.0000.08	Family and Consumer Sciences	Nutritional Education
19.0000.09	Family and Consumer Sciences	Balancing Work & Family
19.0605.00	Home Furnishings Equipment Installers and Consultants	
19.0699.00	Custodial, Housekeeping and Home Services	
19.0700.01	(Wage Earning) Child- and Custodial-Care Services	Child Care Provider
19.0700.02	(Wage Earning) Child- and Custodial-Care Services	Adult Development and Aging
43.0100.02	Public Safety/Protective Services	Fire Fighting
43.0100.03	Public Safety/Protective Services	Law Enforcement
43.0100.05	Public Safety/Protective Services	Criminal Justice
43.0100.06	Public Safety/Protective Services	Security and Protective Services
43.0100.07	Public Safety/Protective Services	Corrections
46.0000.01	Construction Trades	Comprehensive Construction
46.0000.02	Construction Trades	Masonry
46.0000.03	Construction Trades	Carpentry
46.0000.04	Construction Trades	Electrician
46.0000.05	Construction Trades	Plumbing
46.0000.06	Construction Trades	Painter/Wall Covering
46.0101.01	Electrical/Electronics Equipment Installation and Repair	Electrical/Electronics Equip. Installation and Repair
46.0101.02	Electrical/Electronics Equipment Installation and Repair	Communications Systems Installation and Repair
46.0101.03	Electrical/Electronics Equipment Installation and Repair	Instrumentation Technology
46.0101.04	Electrical/Electronics Equipment Installation and Repair	Computer Installation and Repair
46.0101.05	Electrical/Electronics Equipment Installation and Repair	Industrial Electronics Technology
46.0101.06	Electrical/Electronics Equipment Installation and Repair	Security System Installation and Repair
46.0301.01	Elec. & Power Transmission Install	Electrical Transmission Installation and Service



<b><i>CIP Code</i></b>	<b><i>Program Area</i></b>	<b><i>Course Name</i></b>
46.0301.02	Elec. & Power Transmission Install	Line Worker
46.0401.00	Building Maintenance	
47.0106.00	Appliance Installation and Repair Technology	
47.0201.00	Heating, Air Conditioning, Ventilation and Refrigeration	
47.0399.00	Industrial Equipment Maintenance/Repair	
47.0603.01	Collision Repair Technician	Paint/Refinish
47.0603.02	Collision Repair Technician	Structural Anal/Repair
47.0603.03	Collision Repair Technician	Nonstruc Anl/Repair
47.0603.04	Collision Repair Technician	Mech/Elec Compt
47.0603.05	Collision Repair Technician	Plastics/Adhesives
47.0604.01	Automobile Technician	Brakes
47.0604.02	Automobile Technician	Elecl/Tronc Sys
47.0604.03	Automobile Technician	Engine Performance
47.0604.04	Automobile Technician	Suspension/Steering
47.0604.05	Automobile Technician	Automatic Transmission
47.0604.06	Automobile Technician	Engine Repair
47.0604.07	Automobile Technician	Heating/Air Con
47.0604.08	Automobile Technician	Manual Drive/Axels
47.0606.00	Small Engine and Related Equipment Repair	
47.0616.00	Marine Maintenance	
47.0607.00	Airframe Technology	
47.0608.00	Power Plant Technology (Aircraft)	
47.0613.01	Medium and Heavy Truck Technology	Diesel Engines
47.0613.02	Medium and Heavy Truck Technology	Suspen/Steering
47.0613.03	Medium and Heavy Truck Technology	Brakes
47.0613.04	Medium and Heavy Truck Technology	Elecl/Tronc Sys
47.0613.05	Medium and Heavy Truck Technology	Prevnt Mant/Ins
47.0613.06	Medium and Heavy Truck Technology	Gas Engines
47.0613.07	Medium and Heavy Truck Technology	Drive Train
47.0613.08	Medium and Heavy Truck Technology	Heating/Air Con
48.0000.00	Precision Production Trades General	
48.0501.00	Machine Tool Operator/Machine Shop	
48.0508.00	Welding, Brazing, & Soldering	
48.0701.01	Woodworking General	Design and Manufacturing
48.0701.02	Woodworking General	Cabinetmaking
49.0101.00	Aeronautics/Aviation/ Aerospace Science and Technology	
50.0101.00	Visual and Performing Arts	
50.0401.00	Visual Communications Technology	
51.0000.02	Health Sciences	Nursing Occuptn
51.0000.03	Health Sciences	Dental Occuptn
51.0000.04	Health Sciences	Medical Office
51.0000.05	Health Sciences	Diagnostic Services
51.0000.06	Health Sciences	Pharmacy
51.0000.07	Health Sciences	Medical Services
51.0000.08	Health Sciences	Emergency Med Services
51.0000.09	Health Sciences	Patient Services

<b>CIP Code</b>	<b>Program Area</b>	<b>Course Name</b>
51.0000.10	Health Sciences	Veterinary Sciences (Small)
52.0299.01	Business Administration Management and Operations	General Office and Occupations (Core)
52.0299.02	Business Administration Management and Operations	Management Support
52.0299.04	Business Administration Management and Operations	Administrative Office Assistant and Secretarial Science
52.0299.06	Business Administration Management and Operations	International Business/Trade/Commerce
52.0299.07	Business Administration Management and Operations	Human Resource Management and Services
52.0299.08	Business Administration Management and Operations	Legal Assistant/Paralegal
52.0800.03	Finance and Financial Management Services	Accounting and Business/Management
52.0800.05	Finance and Financial Management Services	Banking and Financial Support Services
52.1999.01	Marketing Sales and Service	Marketing
52.1999.02	Marketing Sales and Service	Entrepreneurship

**Common entry errors:** An unknown CIP Code.

**Programming edits:** If the first seven characters (NN.NNNN) are blank for a CTE student, or not one of the above, a *fatal error* is reported.

Fatal errors occur when an invalid value is in the field, or the field is blank and a valid value is entered for Fields #63 or #67.

Warning (none)

## Field 66: CTE Follow-Up Program

**Submission date:** EOY

**Field specifications:** 10-character, with two decimal points

**Record position/type:** 542-551, integer (with decimal point)

**Warehouse name/type:** CTEFollowUpProgramCode

**SIF Tag:** <>

**Code/format:** (NN.NNNN.NN)

**Definition:** These are wage-earning programs only. This field identifies the program that a student has completed. For students in grade 11, 12, or in alternative education, this field provides the data used for the annual follow-up survey of students who have completed an approved CTE program and have left school the previous year. The student is contacted the following year and surveyed about his/her continuing education, training, or employment since completion.

Enter the one approved CIP Code, by standardized course, with which the student is more closely aligned in terms of future career goals.

<i><b>CIP Code</b></i>	<i><b>Program Area</b></i>	<i><b>Course Name</b></i>
01.0000.02	Agriculture, Agricultural Operations and Related Sciences	Plant Science
01.0000.03	Agriculture, Agricultural Operations and Related Sciences	Animal Health (Large)
01.0000.04	Agriculture, Agricultural Operations and Related Sciences	Business Management/ Marketing
01.0000.05	Agriculture, Agricultural Operations and Related Sciences	Mech Technical
01.0000.06	Agriculture, Agricultural Operations and Related Sciences	Comm & Leadership Development
02.0205.00	Agricultural Mechanics and Equipment/Machinery Technology	
03.0000.01	Natural Resources and Conservation	Natural Resources
10.0202.00	Radio & Television Broadcasting Technology	
10.0301.00	Graphics Communications	
11.1000.09	Information Technology	Network Administration
11.1000.10	Information Technology	CIW (Webmaster)
11.1000.11	Information Technology	Inform Programming & Software
11.1000.12	Information Technology	Inform Support & Services
12.0400.01	Cosmetology	Cosmetologist
12.0400.02	Cosmetology	Nail Technician
12.9999.01	Personal and Culinary Services	Cooking and Related Culinary Arts (Core)
12.9999.02	Personal and Culinary Services	Restaurant, Culinary, and Catering Management-Manager
12.9999.03	Personal and Culinary Services	Hotel/Motel Administration/ Management

<b><i>CIP Code</i></b>	<b><i>Program Area</i></b>	<b><i>Course Name</i></b>
12.9999.04	Personal and Culinary Services	Tourism and Travel Services Management
12.9999.05	Personal and Culinary Services	Food Service Systems Administration Management
13.0000.00	Education General	
15.0403.00	Electro-Mechanical Technology	
15.0607.00	Plastics Engineering Technology/Technician	
15.0612.01	Industrial Production Technology/Technician	Paper Technology
15.0612.02	Industrial Production Technology/Technician	Computer Technology
15.0612.03	Industrial Production Technology/Technician	Chemical Processing Technician
15.0612.05	Industrial Production Technology/Technician	Quality Control Technology
15.0612.06	Industrial Production Technology/Technician	Instrumentation Technology
15.0612.07	Industrial Production Technology/Technician	Robotics Technology
15.1301.01	Drafting and Design Technology	Drafting Technology
15.1301.02	Drafting and Design Technology	CAD Drafting
15.1301.03	Drafting and Design Technology	Architectural Drafting
15.1301.04	Drafting and Design Technology	Civil Drafting
15.1301.05	Drafting and Design Technology	Electrical/Electronics Drafting
15.1301.06	Drafting and Design Technology	Mechanical Drafting
43.0100.03	Public Safety/Protective Services	Law Enforcement
43.0100.05	Public Safety/Protective Services	Criminal Justice
43.0100.06	Public Safety/Protective Services	Security and Protective Services
43.0100.07	Public Safety/Protective Services	Corrections
46.0000.01	Construction Trades	Comprehensive Construction
46.0000.02	Construction Trades	Masonry
46.0000.03	Construction Trades	Carpentry
46.0000.04	Construction Trades	Electrician
46.0000.05	Construction Trades	Plumbing
46.0000.06	Construction Trades	Painter/Wall Covering
46.0301.01	Elec. & Power Transmission Install.	Electrical Transmission Installation and Service
46.0301.02	Elec. & Power Transmission Install.	Line Worker
46.0401.00	Building Maintenance	
47.0106.00	Appliance Installation and Repair Technology	
47.0201.00	Heating, Air Conditioning, Ventilation and Refrigeration	
47.0399.00	Industrial Equipment Maintenance/Repair	
47.0603.01	Collision Repair Technician	Paint/Refinish
47.0603.02	Collision Repair Technician	Structural Anal/Repair
47.0603.03	Collision Repair Technician	Nonstruc Anl/Repair
47.0603.04	Collision Repair Technician	Mech/Elec Compt
47.0603.05	Collision Repair Technician	Plastics/Adhesives
47.0604.01	Automobile Technician	Brakes
47.0604.02	Automobile Technician	Elecl/Tronc Sys
47.0604.03	Automobile Technician	Engine Performance
47.0604.04	Automobile Technician	Suspension/Steering

<b><i>CIP Code</i></b>	<b><i>Program Area</i></b>	<b><i>Course Name</i></b>
47.0604.05	Automobile Technician	Automatic Transmission
47.0604.06	Automobile Technician	Engine Repair
47.0604.07	Automobile Technician	Heating/Air Con
47.0604.08	Automobile Technician	Manual Drive/Axels
47.0606.00	Small Engine and Related Equipment Repair	
47.0616.00	Marine Maintenance	
47.0607.00	Airframe Technology	
47.0608.00	Power Plant Technology (Aircraft)	
47.0613.01	Medium and Heavy Truck Technology	Diesel Engines
47.0613.02	Medium and Heavy Truck Technology	Suspen/Steering
47.0613.03	Medium and Heavy Truck Technology	Brakes
47.0613.04	Medium and Heavy Truck Technology	Elecl/Tronc Sys
47.0613.05	Medium and Heavy Truck Technology	Prevnt Mant/Ins
47.0613.06	Medium and Heavy Truck Technology	Gas Engines
47.0613.07	Medium and Heavy Truck Technology	Drive Train
47.0613.08	Medium and Heavy Truck Technology	Heating/Air Con
48.0000.00	Precision Production Trades General	
48.0501.00	Machine Tool Operator/Machine Shop	
48.0508.00	Welding, Brazing, & Soldering	
48.0701.01	Woodworking General	Design and Manufacturing
48.0701.02	Woodworking General	Cabinetmaking
49.0101.00	Aeronautics/Aviation/ Aerospace Science and Technology	
50.0101.00	Visual and Performing Arts	
50.0401.00	Visual Communications Technology	
51.0000.02	Health Sciences	Nursing Occuptn
51.0000.03	Health Sciences	Dental Occuptn
51.0000.04	Health Sciences	Medical Office
51.0000.05	Health Sciences	Diagnostic Services
51.0000.06	Health Sciences	Pharmacy
51.0000.07	Health Sciences	Medical Services
51.0000.08	Health Sciences	Emergency Med Services
51.0000.09	Health Sciences	Patient Services
51.0000.10	Health Sciences	Veterinary Sciences (Small)
52.0299.01	Business Administration Management and Operations	General Office and Occupations (Core)
52.0299.02	Business Administration Management and Operations	Management Support
52.0299.04	Business Administration Management and Operations	Administrative Office Assistant and Secretarial Science
52.0299.06	Business Administration Management and Operations	International Business/Trade/Commerce
52.0299.07	Business Administration Management and Operations	Human Resource Management and Services
52.0299.08	Business Administration Management and Operations	Legal Assistant/Paralegal
52.0800.03	Finance and Financial Management Services	Accounting and Business/Management
52.0800.05	Finance and Financial Management Services	Banking and Financial Support Services

<b><i>CIP Code</i></b>	<b><i>Program Area</i></b>	<b><i>Course Name</i></b>
52.1999.01	Marketing Sales and Service	Marketing
52.1999.02	Marketing Sales and Service	Entrepreneurship

**Programming edits:** Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when an invalid value is in the field; or field is blank, and Field #63 or #67 has a valid value and Field #67 has a value of 40 or 41.

Warning (none)

## Field 67: Completion Status

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character, padded with blanks
<b>Record position/type:</b>	552-553, integer
<b>Warehouse name/type:</b>	ExitStatusCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a two-position field that indicates why the student who was enrolled left the program (NN).  40 Program completed 41 Eleventh-grade (last year) program completed 42 Left program without completion 43 Currently enrolled, has not completed program

**Definition:** A program completer is a student (or 13th grade student if the district has adults) who is enrolled in a state-approved career and technical education **wage-earning** program and has completed a designed instructional program as determined by the local school district.

Using state guidelines, the district concurs with the following:

- 1) The student completed a sequence of courses or equivalent instructional units in a recognized CTE program.
- 2) The student's GPA for this sequence of courses/instructional units equals a 2.0 or better.
- 3) The student is ready to be successful in further training or postsecondary course work related to the student's CTE sequence of courses/instructional units, **or** the student is ready to be successfully employed based on the student's CTE sequence of courses/instructional units.

**Programming edits:** Ensure the code is not out of range. If the "CTE Follow-Up Program" (Field #66) was used, a code of 40, 41, or 42 must occur in this field. If code 40: Program completed is used and the student is in grade eleven or grade twelve (Field #19) then "CTE Follow-Up Program" (Field #66) must have a value.

Fatal errors occur when an invalid value is in the field, or field is blank and Field #63: Student Population Category or Field #66: CTE Follow-Up Program has a valid value.

Warning (none)

## Field 68: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** Four-character

**Record position/type:** 554-557

**Warehouse name/type:** StuOptFldCTE

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.



**Structure for**  
**Advanced and Accelerated Gifted and Talented Students**

## Field 69: Program Model

<b>Submission date:</b>	EOY
<b>Field specifications:</b>	Two-character, leading zero
<b>Record position/type:</b>	558-559, integer
<b>Warehouse name/type:</b>	ProgramModelCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a two-position field (NN).  01 Cluster Grouping in Regular Classroom 02 Self-Contained Class 03 Regular Class with IEP 04 Pullout Program 05 Resource Center 06 Teacher Consultant Services to Classroom Teacher 07 Academic and Career Counseling 08 Social/Emotional Counseling 09 Specialized School 10 Specialized Activities

**Definition:** This is the primary type of ~~advanced and accelerated~~ ~~gifted or talented~~ program in which the student is included.

- 01 Cluster Grouping in Regular Classroom. The student is in a classroom with a group of identified gifted/talented students purposefully organized to provide planned differentiated instruction most of the time.
- 02 Self-Contained Class. The student is in a classroom that consists only of identified gifted/talented students purposefully grouped to provide planned differentiated instruction all of the time.
- 03 Regular Class with IEP. The student is placed in a regular heterogeneous classroom, but with an Individualized Education Program as to how instruction must be differentiated for him/her.
- 04 Pullout Program. The student is released from his/her regular classroom on a scheduled basis to work with a teacher specializing in education of the gifted.
- 05 Resource Center. The student is in a location designated for study beyond that which is provided for in the regular classroom.
- 06 Teacher Consultant Services to Classroom Teacher. The student is receiving services from an educator who is specialized in education of the gifted who visits classrooms and who, upon request, offers appropriate strategies, curricular modifications, and activities for use with gifted students.

- 07 Academic and Career Counseling. The student receives planned activities, sessions, and policies that assist him/her in planning his/her academic career in school and after high school.
- 08 Social/Emotional Counseling. The student receives activities, sessions, and policies that assist him/her, when needed, with specific social/emotional needs.
- 09 Specialized School. The student is enrolled in a specialized academic or performing arts school, sometimes known as "magnet schools." These schools operate within local or intermediate districts.
- 10 Specialized Activities. Any type of extracurricular activity, during or after school, not defined above.

**Programming edits:** Ensure that the student is in the fifth position in the "Program Participation" (Field #29). Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when an invalid value is in the field, or field is blank and a valid value is in the fifth position of Field #29: Program Eligibility/Participation. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

## Field 70: Special Program Options

<b>Submission date:</b>	EOY
<b>Field specifications:</b>	Two-character, three occurrences separated into three, two-byte sectors, right-justified, leading zero
<b>Record position/type:</b>	560-565, integer
<b>Warehouse name/type:</b>	SpecialProgramOptionsCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a two-position field (NNNNNN).  01 Seminars 02 Mentorships 03 Advanced Placement 04 Independent Study 05 Flexible Scheduling 06 Special Clubs 07 Course/Grade Acceleration 08 Early Entrance to Kindergarten 09 Career Internship 10 Dual Enrollment 11 Early Graduation 12 Correspondence Course 13 International Baccalaureate 14 Cross-District Cooperative 15 Planned Intervention for Special Populations 16 Options to Support Midwest Talent Search-Identified Students 17 Academic Team Competition 18 Other

**Definition:** This is the educational approach used in the program for the student. List up to three approaches in the order of the amount of time spent in the program by this student.

- 01 Seminars. The student is involved in planned sessions with a group of supervised students doing research or advanced study on a specific topic.
- 02 Mentorships. The student is involved in a program which pairs individual students with someone who has advanced skills and experience in a particular discipline and serves as a guide, advisor, counselor, and role model.
- 03 Advanced Placement. The student is involved in a college-level course provided at a secondary level for which students may receive college credit by examination (administered by the AP Program of the College Board).
- 04 Independent Study. The student chooses his/her own topic for research and investigation and receives varying degrees of supervision.

- 05 Flexible Scheduling. The student is involved in an administrative practice designed to allow him/her to access appropriate course work, e.g., travel time to high school for a middle school student, late arrival or early dismissal from classes.
- 06 Special Clubs. The student is involved in an organized opportunity for gifted and talented students during or after school.
- 07 Course/Grade Acceleration. The student is involved in an administrative practice designed to allow him/her to progress through school grades at a rate faster than the average, e.g., early school entrance, content area acceleration, grade skipping, credit by examination, early graduation, etc.
- 08 Early Entrance to Kindergarten. The student is admitted to kindergarten prior to normal procedures.
- 09 Career Internship. The student is placed in a professional setting for a specified period to learn the skills of that profession.
- 10 Dual Enrollment. The high school student is dual enrolled, taking some college courses at a nearby college/university before graduation from school.
- 11 Early Graduation. The student completes high school requirements ahead of age-mates and is allowed to graduate at mid-year.
- 12 Correspondence Course. The student is enrolled in courses taken by correspondence through a college, university or other accrediting institution.
- 13 International Baccalaureate. The student is participating in a rigorous, comprehensive program that enhances and extends the quality of the 11th and 12th grade course offerings. The internationally recognized IB curriculum provides students with a comprehensive background in English, a foreign language, the social sciences, physical and life sciences, mathematics, and the arts.
- 14 Cross-District Cooperative. The student is involved with a group of students organized from several districts, which meets on a regular basis to provide course work/experiences beyond the established curriculum, e.g., advanced mathematics courses and creative writing.
- 15 Planned Intervention for Special Populations. The student is involved in appropriate course work and options for special-needs students, e.g., learning disabled/gifted, highly gifted, bilingual.
- 16 Options to Support Midwest Talent Search-Identified Students. The student is involved in advanced course work in mathematics and language arts, available for middle school students, dependent upon their SAT/ACT scores.
- 17 Academic Team Competition. The student is involved in an organized local, regional, state or national contest in a variety of subject areas.
- 18 Other. The student is involved in an option not described above.

**Programming edits:** Ensure that the student is in the fifth position in the “Program Participation” (Field #29). Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when an invalid value is in the field, or the field is blank and a valid value is in the fifth position of Field #29: Program Eligibility/Participation. If Field #70 contains valid data, then Field #69 must also contain a valid value. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

## **Structure for Limited English Proficient Students**

No Child Left Behind legislation requires the tracking of Limited English Proficient Students, whether or not these students are receiving services funded by Title III (federal) or Section 41 (state) funds. Please see the definition of Limited English Proficient on the next page.

**DEFINITION OF LIMITED ENGLISH PROFICIENT  
(According to No Child Left Behind)**

**<http://www.ed.gov/legislation/ESEA02/>**

Title IX General Provisions, Part A Definitions.

Section 9101 (25) Limited English Proficient. The term “limited English proficient,” when used with respect to an individual, means an individual who meets all of the following:

- A. who is aged 3 through 21
- B. who is enrolled or preparing to enroll in an elementary school or secondary school;
- C. (either a, b, or c)
  - a. who was not born in the United States or whose native language is a language other than English;
  - b.
    - i. who is a Native American or Alaska Native, or a native resident of the outlying areas; and
    - ii. who comes from an environment where a language other than English has had a significant impact on the individual’s level of English language proficiency; or
  - c. who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual:
  - a. the ability to meet the state’s proficient level of achievement on state assessments;
  - b. the ability to successfully achieve in classrooms where the language of instruction is English; or
  - c. the opportunity to participate fully in society.



## Field 71: Enrollment

<b>Submission date:</b>	Fall, <u>Spring</u> , <u>EOY</u>
<b>Field specifications:</b>	1-character
<b>Record position/type:</b>	566, integer
<b>Warehouse name/type:</b>	EnrollmentCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	The type of <u>English language acquisition</u> program in which the student is enrolled (N). <ul style="list-style-type: none"> <li>1 English as a Second Language (ESL)</li> <li>2 Bilingual Education</li> <li>3 None</li> <li>4 Both</li> </ul>

**Definition:** The type of English language acquisition program in which the student is enrolled.

- 1 English as a Second Language. This LEP eligible student is enrolled in a program that uses English as the language of instruction.
- 2 Bilingual Education. This LEP eligible student is enrolled in program that uses both English and the student's native language for instruction.
- 3 None. This LEP eligible student is not receiving programs or services.
- 4 This LEP eligible student is enrolled in both a ~~LEP~~ an ESL program and a bilingual program ~~service~~.

This student is a Limited English Proficient student. Please see the definition of an LEP student on the following page.

**Programming edits:** Ensure that the student is in the sixth position in the "Program Participation" (Field #29). Error check to ensure a valid code is in this field and not out-of-range.

Fatal errors occur when an invalid value is in the field; or field is blank, and a valid value is in the sixth position of Field #29: Program Eligibility/Participation.

Warning (none)

## Field 72: Classification Method

<b>Submission date:</b>	Fall, <u>S</u> pring, <u>E</u> oy
<b>Field specifications:</b>	Two-character, leading zero
<b>Record position/type:</b>	567-568, integer
<b>Warehouse name/type:</b>	ClassificationMethodCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a two-position field (NN).  01 Student 02 Teacher Interview 03 Parent Information 04 Home Language Survey 05 Teacher Observation 06 Referral 07 Student Grades 08 Informal Assessment or Informal Tests 10 English Oral Language Proficiency Test 11 Complete battery of English language proficiency tests that include listening, speaking, reading, and writing.

**Definition:** Identify the primary method used to classify this student into the LEP program/service.

**Programming edits:** Ensure that the student is in the sixth position in the “Program Participation” (Field #29). Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when an invalid value is in the field; the field is blank, and a valid value is in the sixth position of Field #29: Program Eligibility/Participation; or the field contains a valid value, and Field #71: Enrollment is code 3. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

## Field 73: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** Two-character

**Record position/type:** 569-570

**Warehouse name/type:** StuOptFld

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 74: Country of Origin

**Submission date:** Fall, Spring, EOY.

**Field specifications:** 20-character, left-justified

**Record position/type:** 571-590, alpha

**Warehouse name/type:** CountryOfOrigin

**SIF Tag:** <>

**Code/format:** If the country of origin is longer than 20 letters, place the first 20 letters of the country of origin in this field and truncate the remaining characters. If the country of origin is less than 20 letters, place the entire country of origin in this field padded with blanks.

**Definition:** This is the name of the country where the student was born. Select the country from the ethnic list at the end of this section.

**Programming edits:** Ensure that the student is in the sixth position in the “Program Participation” (Field #29). If a code is used, check if a “Primary Language” (Field #75) is identified. Error check to ensure a valid code is in this field and not out of range. Use of parentheses or other non-alpha characters will cause a *fatal error*.

Fatal errors occur when the field is blank and a valid value is in the sixth position of Field #29: Program Eligibility/Participation, the field is blank and a valid value is reported in Field #75: Primary Language, or a non-alphabetical character is used.

A warning is issued when the country of origin contains a non-alphabetical character.

Warning message: At least one non-alphabetical character exists in the name. Please verify that the country of origin is spelled correctly.

## Field 75: Primary Language

**Submission date:** Fall, Spring, EOY

**Field specifications:** 20-character, left-justified

**Record position/type:** 591-610, alpha

**Warehouse name/type:** PrimaryOrHomeLanguage

**SIF Tag:** <Language>

**Code/format:** If the primary language is longer than 20 letters, place the first 20 letters of the primary language in this field and truncate the remaining characters. If the primary language is less than 20 letters, place the entire primary language in this field padded with blanks.

**Definition:** This is the student's primary or home language if a home language survey indicates that the language of the home is not English or the student's primary language is not English. This is a criterion used to determine eligibility for Section 41 and Title III funding. Select the language from the ethnic lists at the end of this section.

**Programming edits:** If a "Country of Origin" (Field #74) code occurs, then this field must contain a language. Use of parentheses or other non-alpha characters will cause a *fatal error*.

Fatal errors occur when the field is blank, and Field #74: Country of Origin contains a country name.

Warning (none)

## Field 76: English Language Proficiency Test

<b>Submission date:</b>	Fall, <u>Spring</u> , <u>EOY</u>
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	611, integer
<b>Warehouse name/type:</b>	ProficiencyTestCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a one-position field (N).  2 English Oral Language Proficiency Test 3 Complete battery of English language proficiency tests that includes listening, speaking, reading, and writing.

**Definition:** Identify the type of test used to reclassify this student. A list of tests used most often appears on the next page.

**Programming edits:** If a code is used in this field, a score must appear in “Test Score” (Field #77).

Fatal errors occur when an invalid value is in the field, or the field is blank and Field #77: Test Score contains a valid value.

Warning (none)

The following is a list of frequently used English Language Proficiency tests. It is provided for your convenience. Please contact the MDE Office of Field Services or the publisher directly for questions regarding these tests.

Test & Publisher	Description	Grade Level	How Administered	Time
<b>IDEA Oral Language Proficiency Test</b>  <i>Ballard &amp; Tighe Publishers</i> <i>P.O. Box 219</i> <i>Brea, CA 92822-0219</i> <i>(800) 321-4332</i> <a href="http://www.ballard-tighe.com">www.ballard-tighe.com</a>	An oral English language proficiency test that yields level scores (A-F) to chart the student's growth from year to year. Areas assessed include: vocabulary, comprehension, syntax, and verbal expression.	K-12	Individually	15-25 minutes
<b>LAS-O &amp; LAS-R/W Language Assessment Scales – Oral, and Language Assessment Scales – Reading/Writing</b>  <i>CTB /McGraw-Hill</i> <i>20 Ryan Ranch Road</i> <i>Monterey, CA 93940</i> <i>(800) 538-9547</i> <a href="http://www.ctb.com">www.ctb.com</a>	<p>The LAS-O is a speaking and listening English proficiency test that yields an overall score and competency level as well as instructional diagnostic information. Areas assessed include: vocabulary, listening comprehension, story retelling, and pronunciation.</p> <p>The LAS-R/W are English reading (multiple choice) and writing (performance) proficiency tests. Areas assessed in reading include: vocabulary, synonyms, antonyms, fluency, mechanics &amp; usage, and reading for information. Areas assessed in writing include: sentence completion, writing original sentences, and writing a story.</p>	<p>LAS-O 1-12</p> <p>LAS-R/W 2-12</p>	<p>Individually</p> <p>Group</p>	<p>15 minutes</p> <p>90 minutes or less</p>
<b>Woodcock-Muñoz Language Survey (WMLS)</b>  <i>Riverside Publishing</i> <i>(Houghton Mifflin Company)</i> <i>425 Spring Lake Drive</i> <i>Itasca, IL 60143</i> <i>(800) 323-9540</i> <a href="http://www.riversidepublishing.com">www.riversidepublishing.com</a>	An English language proficiency test that has an oral language section and a reading/writing section. Screens and measures Cognitive Academic Language Proficiency (CALP). Areas assessed include: picture vocabulary, verbal analogies, letter-word identification, and dictation.	4 years-Adult	Individually	20 minutes

Test & Publisher	Description	Grade Level	How Administered	Time
<b>Bilingual Verbal Ability Tests (BVAT)</b>  <i>Riverside Publishing                      (Houghton Mifflin Company)                      425 Spring Lake Drive                      Itasca, IL 60143                      (800) 323-9540  <a href="http://www.riversidepublishing.com">www.riversidepublishing.com</a></i>	This test is designed to measure bilingual verbal ability, or a combination of Cognitive Academic Language Abilities (CALP) in English and one of 17 other languages. May be administered by one or two individuals. Areas assessed include: picture vocabulary, oral vocabulary, and verbal analogies.	5 years-Adult	Individually	30 minutes



## Field 77: Test Score

**Submission date:** Fall, Spring, Eoy

**Field specifications:** Three-character, right-justified

**Record position/type:** 612-614, integer

**Warehouse name/type:** TestScore

**SIF Tag:** <>

**Code/format:** This is a three-position field (NNN).

**Definition:** Indicate the percentile rank between zero and 100 that the student scored on the test used to reclassify the student.

**Programming edits:** If a code is used in this field, a test must appear in “Reclassification Test” (Field #76).

Fatal errors occur when the field is blank, and Field #76: Reclassification Test contains a valid value.

Warning (none)

## Field 78: Exit Reason

<b>Submission date:</b>	Fall, <u>S</u> pring, <u>E</u> OY
<b>Field specifications:</b>	Two-character
<b>Record position/type:</b>	615-616, integer
<b>Warehouse name/type:</b>	ExitStatusCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a two-position field that indicates why the student left (NN).  50 Student scored in the proficient range on the ELP test 51 Student left school 52 Parent Request 53 Student graduated

**Definition:** Reason this student left the Limited English Proficiency program or service.

- 50 On an assessment of English language proficiency, the student scored in the proficient range.
- 51 The student left school for a reason other than graduation.
- 52 Parent/guardian Request. The parent/guardian requested that the student be removed.
- 53 The student graduated from school.

**Programming edits:** If an exit reason is used, a valid date must occur in “Date Exited” (Field #79). Check to ensure that code is not out of range.

Fatal errors occur when an invalid value is in the field, or the field is blank and Field #79: Date Exited contains a valid date.

Warning (none)

## Field 79: Date Exited

<b>Submission date:</b>	Fall, <u>Spring</u> , <u>EOY</u>
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	617-626, integer with slashes
<b>Warehouse name/type:</b>	ExitDate
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The month, day, year that the student was no longer engaged in either a LEP or an ESL program or service.

**Programming edits:** If code 50-52 was used in the “Exit Reason” (Field #78), then a valid date must occur.

Fatal errors occur when the field is blank, and a valid value is reported in Field #78: Exit Reason.

Warning (none)

## Field 80: Immigrant/Refugee Program

<b>Submission date:</b>	Fall, Spring, <u>EOY</u>
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	627, integer
<b>Warehouse name/type:</b>	ImmigrantRefugeeProgramCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	The type of program in which the student is enrolled (N).  1 Immigrant student 2 Refugee student 3 Both Immigrant and Refugee

**Definition:** The type of program in which the student is participating.

- 1 An immigrant student is age 3 through 21 and a) was not born in the U.S. or any of its districts, and b) has not been attending one or more schools in any one or more states for more than three full academic years.
- 2 A refugee student is aged 3 through 18 and a) whose parents are outside any country of such family's nationality or, in the case of a person's having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion; and b) has resided in the United States three years or less; and c) is enrolled in public and/or non-public elementary and secondary schools.
- 3 Student fulfills both immigrant and refugee status as defined by (1) and (2).

**Programming edits:** Ensure that the student is in the sixth position in the "Program Participation" (Field #29). Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value, or is blank and a valid value is in Field #81: Country of Immigration.

A warning is issued when the age is less than 3 years at count date.

Warning message: Please verify that the student's date of birth is correct. Before receiving services a student must be 3 years of age.

## Field 81: Country of Immigration

**Submission date:** Fall, Spring, EOY

**Field specifications:** 20-character, left-justified

**Record position/type:** 628-647, alpha

**Warehouse name/type:** CountryOfImmigration

**SIF Tag:** <>

**Code/format:** If the country of origin is longer than 20 letters, place the first 20 letters of the country of origin in this field and truncate the remaining characters. If the country of origin is less than 20 letters, place the entire country of origin in this field padded with blanks.

**Definition:** This is the name of the country from where the immigrant or refugee parent emigrated. Select the country from the ethnic list at the end of this section.

**Programming edits:** Ensure that the student is in the sixth position in the "Program Participation" (Field #29). Error check to ensure a valid code is in this field and not out of range. Use of parentheses or other non-alpha characters will cause a *fatal error*.

Fatal errors occur when the field is blank, and a valid value is reported in Field #80: Immigrant/ Refugee Program; the United States of America, United States, America, USA, or any synonymous name is reported; or the field contains a non-alphabetical character or is misspelled.

Warning (none)

## Field 82: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** One-character

**Record position/type:** 648

**Warehouse name/type:** StuOptFld

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record

## Field 83: Reserved Field

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	649
<b>Warehouse name/type:</b>	StuOptFld
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record

## Ethnic List of Countries and Languages

The following countries and languages are provided to assist the district in selecting the “country of origin” and the “primary language” for students who are not native English speakers. This guide is not definitive. The information in it is based on the *2001 World Almanac and Book of Facts*, World Almanac Books, Mahwah, New Jersey, 2001 and *Ethnologue: Languages of the World 14<sup>th</sup> edition*, B. Grimes ed., SIL International, Dallas, Texas, 2000. More than 6,800 languages and dialects are referenced in the *Ethnologue*, and it is not possible to list them all. In addition, political boundaries and countries undergo continuous change.

Items in parentheses under language indicate alternate names for a language or the country’s official language. If a language is not listed, consult the on-line Ethnologue ([www.sil.org/ethnologue](http://www.sil.org/ethnologue)) or contact the Office of Field Services at (517) 373-6066 for assistance. Use of parentheses or other non-alpha characters will cause a *fatal error*.

Country	Language
Afghanistan	Pashtu, Persian (Farsi, Dari), Turkmen (Turkoman)
Albania	Albanian (Tosk), Greek
Algeria	Arabic (Official), French, Berber
Andorra	Catalan (Official), French, Spanish
Angola	Portuguese (Official), Bantu
Antigua and Barbuda	English (Official)
Argentina	Spanish (Official), English, Italian
<u>Armenia</u>	<u>Armenian</u>
Australia	English (Official), Aboriginal languages
Austria	German (Official),
Azerbaijan	Azeri (Official), Russian, Armenian
Bahamas	English (Official), Bahamian Creole
Bahrain	Arabic (Official), English, Persian, Urdu
Bangladesh	Bengali (Official), English
Barbados	English (Official)
Belarus	Belarusan (Official), Russian
Belgium	Flemish (Dutch), French, German (all Official)
Belize	English (Official), Spanish, Mayan, Garifuna (Carib)
Benin	French (Official), Fon, Yoruba, Basa
Bhutan	Dzongkha (Official), Tibetan, Nepalese
Bolivia	Spanish, Quechua, Aymara (all Official)
Bosnia and Herzegovina	Serbo-Croatian, Bosnian (Official)
Botswana	English (Official), Setswana, Shona, Bemba
Brazil	Portuguese (Official), Spanish, English, French
Brunei	Malay (Official), English, Chinese Mandarin, Bisaya
Bulgaria	Bulgarian (Official)
Burkina Faso	French (Official), Sudanic tribal languages
Burma (see Myanmar)	
Burundi	Kirundi, French (both Official), Swahili
Cambodia	Khmer (Official), French
Cameroon	English, French (both Official), Tiv, Babanki (Kedjom), Luo
Canada	English, French (both Official), Ojebwe (Chippewa, Ottawa), Cree, and other native languages.
Cape Verde	Portuguese (Official), Crioulo
Central African Republic	French (Official), Sangho (National), Arabic, Hunsu, Swahili
Chad	French, Arabic (both Official), Sara, Sango
Chile	Spanish (Official)



Country	Language
China	Chinese Mandarin (Putonghua) (Official), Cantonese (Yue), Wu, Hakka, Xiang, Gan, Minbei, Minnan (Taiwanese)
Colombia	Spanish (Official)
Comoros	Arabic, French, Swahili (Comorian) (all Official)
Congo (formerly Zaire)	French (Official)
Congo Republic	French (Official), Lingala, Kikongo
Costa Rica	Spanish (Official)
Cote d'Ivoire	French (Official), Dioula
Croatia	Serbo-Croatian (Croatian) (Official)
Cuba	Spanish (Official)
Cyprus	Greek, Turkish, English
Czech Republic	Czech, Slovak
Denmark & Greenland	Danish, Faroese
Djibouti	French, Arabic (both Official)
Dominica	English (Official), French patois
Dominican Republic	Spanish (Official)
Ecuador	Spanish (Official), Quechua, Amerindian
Egypt	Arabic (Official), English, French, Greek
El Salvador	Spanish (Official)
Equatorial Guinea	Spanish, French (both Official), Fang, Bubi
Eritrea	Tigrinya, Tigre, Kunama, Afar, Amharic, Arabic
Estonia	Estonian (Official), Russian
Ethiopia	Amharic (Official), Tigrinya, Oromo
Fiji	English (Official), Minnan (Fijianese), Hindustani
Finland	Finnish, Swedish (both Official)
France	French (Official)
Gabon	French (Official), Bantu
Gambia	English (Official), Mandinka, Wolof, Fula
Georgia	Georgian (Official), Russian
Germany	German (Official)
Ghana	English (Official), Akan, Moshi-Dagomba, Ewe, Ga
Greece	Greek (Official), English, French
Grenada	English (Official), French patois
Guatemala	Spanish (Official), Mayan
Guinea	French (Official)
Guinea-Bissau	Portuguese (Official), Crioulo
Guyana	English (Official), Amerindian dialects
Haiti	Haitian Creole, French (both Official)
Honduras	Spanish (Official)
Hungary	Hungarian (Magyar official)
Iceland	Icelandic (Islenska, official)
India	Hindi (Official), English (assoc. Official), Marathi, Konkoni, Kannada, Tamil, Telegu, Marwari (Marwadi), Gujarati, Oriya
Indonesia	Bahasa Indonesian (Official), English, Dutch, Javanese
Iran	Persian (Farsi, Iranian) (Official), Turkic, Kurdish, Luri
Iraq	Arabic (Official), Kurdish, Chaldean, Assyrian
Ireland	English, Irish (Gaelic) (both Official)
Israel	Hebrew (Official), Arabic, English
Italy	Italian (Official), German, French, Slovene
Jamaica	English (Official), Jamaican Creole
Japan	Japanese (Official)

Country	Language
Jordan	Arabic (Official), English
Kazakhstan	Kazakh, Russian (both Official)
Kenya	Swahili, English (both Official), Oromo, Gusii (Kisii), Luo
Kiribati	English (Official), Gilbertese
Korea, North	Korean (Official)
Korea, South	Korean (Official)
Kuwait	Arabic (Official), English
Kyrgyzstan	Kyrgyz, Russian (both Official)
Laos	Lao (Official), French, English, Mien
Latvia	Lettish (Official), Lithuanian, Russian
Lebanon	Arabic (Official), French, English, Armenian
Lesotho	English, Sesotho (both Official)
Liberia	English (Official), Grebo, Kru, Liberian Pidgin, Via
Libya	Arabic (Official), Italian, English
Liechtenstein	German (Official), Alemannic dialect
Lithuania	Lithuanian (Official), Polish, Russian
Luxembourg	French, German, Luxembourgian, English
Macedonia	Macedonian (Official), Albanian, Serbo-Croatian
Madagascar	Malagasy, French (both Official)
Malawi	English, Chichewa (both Official)
Malaysia	Malay (Official), English, Chinese Mandarin, Bisaya
Maldives	Maldivian (Official), English
Mali	French (Official), Bambara
Malta	Maltese, English (both Official)
Marshall Islands	English (Official), Marshallese, Japanese
Mauritania	Arabic, Wolof (both Official), Pular (Fulani), Soninke
Mauritius	English (Official), French, Mauritius Creole, Hindi, Bojpoori
Mexico	Spanish (Official), Mayan
Micronesia	English (Official), Trukese, Pohnpeian, Yapese
Moldova	Romanian (Moldovan) (Official), Russian
Monaco	French (Official), English, Italian, Monegasque
Mongolia	Khalkha Mongol (Official)
Morocco (Western Sahara)	Arabic (Official), Berber
Mozambique	Portuguese (Official)
Myanmar (formerly Burma)	Burmese (Official)
Namibia	Afrikaans, English (Official), German
Nauru	Nauruan (Official), English
Nepal	Nepali (Official)
Netherlands	Dutch (Official)
New Zealand	English (Official), Maori
Nicaragua	Spanish (Official)
Niger	French (Official), Hausa, Djerma
Nigeria	English (Official), Hausa, Yoruba, Ibo, Tiv, Efik, Isoko
Norway	Norwegian (Official)
Oman	Arabic (Official)
Pakistan	Urdu, English (both Official), Punjabi, Sindhi, Pashtu
Palau	English (Official), Palauan, Sonorolese, Angaur, Japanese, Tobi
Panama	Spanish (Official), English
Papua New Guinea	English (Official), Motu
Paraguay	Spanish (Official), Guarani
Peru	Spanish, Quechua (both Official)

Country	Language
Philippines	Tagalog (Pilipino), English (both Official), Pampangan (Pampango)
Poland	Polish (Official)
Portugal	Portuguese (Official)
Qatar	Arabic (Official), English
Romania	Romanian (Official), Hungarian, German
Russia	Russian (Official)
Rwanda	French, Kinyarwanda, English (all Official)
Saint Kitts and Nevis	English (Official)
Saint Lucia	English (Official), French patois
Saint Vincent and Grenadines	English (Official), French patois
Samoa (formerly Western Samoa)	Samoan, English (both Official)
San Marino	Italian
Sao Tome and Principe	Portuguese (Official)
Saudi Arabia	Arabic (Official)
Senegal	French (Official), Wolof, Pulaar, Diola, Mandingo
Seychelles	English, French (both Official), Seychelles Creole
Sierra Leone	English (Official), Mende, Temne, Krio
Singapore	Chinese Mandarin, Malay, Tamil, English (all Official)
Slovakia	Slovak (Official), Hungarian
Slovenia	Slovenian (Official), Serbo-Croatian
Solomon Islands	English (Official), Melanesian, Polynesian Languages
Somalia	Somali (Official), Arabic, Italian, English
South Africa	11 official languages including Afrikaans, Zulu, English, Ndebele, Sotho (Sepedi), Xhosa, Swati (Swazi), Venda, Fanakalo
Spain	Spanish (Official), Catalan, Galician, Basque
Sri Lanka	Sinhala (Official), Tamil, English
Sudan	Arabic (Official), Nubian, Ta Bedawie, Kelo
Suriname	Dutch (Official), Sranang Tongo, English, Hindustani
Swaziland	Swati (Swazi, Siswati), English, (both Official)
Sweden	Swedish
Switzerland	German, French, Italian, Romansch (all Official)
Syria	Arabic (Official), Kurdish, Armenian, Syriac
Taiwan	Chinese Mandarin (Official), Minnan (Taiwanese)
Tajikistan	Takik (Official), Russian
Tanzania	Swahili, English (both Official), Bemba, Luo
Thailand	Thai (Official), Hmong, English
Togo	French (Official), Ewe, Mina, Kabre
Tonga	Tongan, English (both official)
Trinidad and Tobago	English (Official), Hindi, French, Spanish
Tunisia	Arabic (Official), French
Turkey	Turkish (Official), Kurdish, Arabic, Syriac
Turkmenistan	Turkmen (Official), Russian, Uzbek
Tuvalu	Tuvaluan, English
Uganda	English (Official), Luganda, Swahili
Ukraine	Ukrainian, Russian
United Arab Emirates	Arabic (Official), Persian, English, Hindi, Urdu
United Kingdom (Britain)	English, Welsh, Scottish, Gaelic
United States (USA)	English, Spanish, Italian, French, Ojebwe, Cherokee, Mandan
Uruguay	Spanish
Uzbekistan	Uzbek, Russian

<b>Country</b>	<b>Language</b>
Vanuatu	French, English, Bislama (all Official)
Vatican City (The Holy See)	Italian, Latin
Venezuela	Spanish, Portuguese, Italian
Vietnam	Vietnamese (Official), French, Chinese, Hmong, English
Western Samoa (see Samoa)	
Yemen	Arabic
Yugoslavia	Serbo-Croatian (Serbian) (Official), Albanian
Zaire (See Congo)	
Zambia	English (Official), Shona, Bemba
Zimbabwe	English (Official), Shona, Ndebele
<u>Other</u>	<u>Other</u>

## Alphabetical Listing of Languages

Language Name	Alternate Name or Spelling
Aboriginal Languages -----	Australian Aboriginal Languages
Afar	
Afrikaans	
Akan	
Albanian -----	Tosk
Alemannic dialect	
Amerindian	
Amharic	
Angaur	
Arabic	
Armenian	
Assyrian	
Aymara	
Azeri	
Babanki -----	Kedjom
Bahamain Creole	
Bahasa Indonesian	
Bambara	
Bantu	
Basa	
Basque	
Belarusan	
Bemba	
Bengali	
Berber	
Bisaya	
Bislama	
Bojpoori	
Bosnian -----	See Serbo-Croatian
Bubi	
Bulgarian	
Burmese	
Catalan	
Cantonese -----	Yue
Carib -----	See Garifuna
Catalan	
Chaldean	
Cherokee	
Chichewa	
Chinese Mandarin -----	Putonghua
Chippewa -----	See Ojebwe
Comorian -----	See Swahili
Cree	
Croatian -----	See Serbo-Croatian
Crioulo	
Czech	
Danish	
Dari -----	See Persian

Language Name	Alternate Name or Spelling
Diola	
Dioula	
Djerma	
Dutch -----	See Flemish
Dzongkah	
Efik	
English	
Estonian	
Ewe	
Fanakalo	
Fang	
Faroese	
Farsi -----	See Persian
Fijianese -----	Minnan
Finnish	
Flemish -----	Dutch
Fon	
French	
French Patois	
Fula	
Fulani -----	See Pular
Ga	
Gaelic -----	See Irish
Galician	
Gan	
Garifuna -----	Carib
Grebo	
Georgian	
German	
Gilbertese	
Greek	
Guarani	
Gujarati	
Gusii -----	Kisii
Haitian Creole	
Hakka	
Hausa	
Hebrew	
Hindi	
Hindustani	
Hmong	
Hungarian -----	Magyar
Hunsa	
Ibo	
Icelandic -----	Islenska
Iranian -----	See Persian
Irish -----	See Gaelic
Islenska -----	See Icelandic
Isoko	

Language Name	Alternate Name or Spelling
Italian	
Jamaican Creole	
Japanese	
Javanese	
Kabre	
Kannada	
Kazakh	
Kedjom -----	See Babanki
Kelo	
Khalkha Mongol	
Khmer	
Kikongo	
Kinyarwanda	
Kirudi	
Kisii -----	See Gusii
Konkoni	
Korean	
Krio	
Kru	
Kunama	
Kurdish	
Kyrgyz	
Latin	
Lao	
Lettish	
Liberian Pidgin	
Lingala	
Lithuanian	
Luganda	
Luo	
Luri	
Luxembourgian	
Macedonian	
Magyar -----	See Hungarian
Malagasy	
Malay	
Maldivian	
Maltese	
Mandan	
Mandingo	
Mandinka	
Maori	
Marathi	
Marshallese	
Marwadi -----	See Marwari
Marwari -----	Marwadi
Mauritius Creole	
Mayan	
Melanesian	
Mende	

Language Name	Alternate Name or Spelling
Mina	
Minbei	
Minnan -----	Taiwanese, Fijianese
Moldovan -----	See Romanian
Monegasque	
Moshi-Dagomba	
Motu	
Napali	
Nauruan	
Ndebele	
Nepalese	
Norwegian	
Nubian	
Ojebwe -----	Chippewa, Ottawa
Oriya	
Oromo	
Ottawa-----	See Ojebwe
Palauan	
Pampangan -----	Pampango
Pampango -----	See Pampangan
Pashtu	
Persian-----	Dari, Farsi, Iranian
Pilipino -----	See Tagalog
Pohnpeian	
Polish	
Polynesian Languages	
Portuguese	
Pulaar	
Pular -----	See Fulani
Punjabi	
Putonghua -----	See Chinese Mandarin
Quechua	
Romanian -----	Moldovan
Romansch	
Russian	
Samoan	
Sangho	
Sango	
Sara	
Scottish	
Sepedi -----	See Sotho
Serbian -----	See Serbo-Croatian
Serbo-Croatian -----	Bosnian, Croatian, Serbian
Sesotho	
Setswana	
Seychelles Creole	
Shona	
Sindhi	
Sinhala	



Language Name	Alternate Name or Spelling
Siswati -----	See Swati
Slovak	
Slovene	
Slovenian	
Somali	
Soninke	
Sonorolese	
Sotho -----	Sepedi
Spanish	
Sranang	
Sudanic Tribal Languages	
Swahili -----	Comorian
Swati -----	Siswati, Swazi
Swazi -----	See Swati
Swedish	
Syriac	
Ta Bedawie	
Tagalog -----	Pilipino
Taiwanese -----	See Minnan
Takik	
Tamil	
Telegu	
Temne	
Thai	
Tibetan	
Tigre	
Tigrinya	
Tiv	
Tobi	
Tongan	
Tongo	
Tosk -----	See Albanian
Trukese	
Turkic	
Turkish	
Turkmen -----	Turkoman
Turkoman -----	See Turkmen
Tuvaluan	
Ukrainian	
Urdu	
Uzbek	
Vai	
Venda	
Vietnamese	
Welsh	
Wolof	
Wu	
Xhosa	
Xizng	

Language Name	Alternate Name or Spelling
Yapese	
Yue -----	See Cantonese
Yoruba	
Zulu	
<u>Other</u>	<u>Other</u>

## **Structure for Migrant Students**

## Field 84: Date of Qualifying Move

**Submission date:** Fall, Spring, EOY.  
**Field specifications:** 10-character  
**Record position/type:** 650-659, integer with slashes  
**Warehouse name/type:** DateOfQualifyingMove  
**SIF Tag:** <>  
**Code/format:** Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The Month, day, and year of the move that qualifies the student for migrant education services.

This student is eligible for migrant education services. The student is younger than 22, who: (1) has not graduated from high school or does not hold a high school equivalency certificate; (2) is a migrant agricultural worker or a migrant fisher or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) has moved within the preceding 36 months to obtain, or to accompany or join a parent, spouse, or guardian to obtain, temporary or seasonal employment in agricultural or fishing work; and (4) has moved from one school district to another. (Sections 1309 and 1115(b)(1)(A) and 34CFR 200.40(c) and (e)).

**Programming edits:** If code is in the seventh position in the “Program Participation” (Field #29), then this must be a valid date.

Fatal errors occur when the field contains an invalid date, and a valid value is in the seventh position of Field #29: Program Eligibility/Participation.

Warning (none)

## Field 85: Regular Term Instructional Services

**Submission date:** Fall

**Field specifications:** Seven-character

**Record position/type:** 660-666, Boolean (integer)

**Warehouse name/type:** MEInstructionalServiceCode

**SIF Tag:** <>

**Code/format:** This is a unique seven-position field using either a 0 or 1 in the proper position (NNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student receiving ESL instruction would receive a code of 0100000. If the same student were also receiving instruction in science, the code would be 0101000. This allows for multiple occurrences.

For students enrolled in migrant instructional sessions.

1000000	Reading/Language Arts (first position)
0100000	English (ESL) for LEP Students (second position)
0010000	Mathematics (third position)
0001000	Science (fourth position)
0000100	Social Studies (fifth position)
0000010	Vocational/Career (sixth position)
0000001	Other (seventh position)

**Definition:** This is the student's instructional service during the regular term. Include only those instructional services provided in whole or in part with Migrant Education Program (MEP) funds. Do not count the number of service interventions per student, such as the number of tutorial sessions in a given subject.

**Programming edits:** Ensure that the student is in the seventh position in the "Program Participation" (Field #29). Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value, or contains a valid value and zero is in the seventh position of Field #29: Program Eligibility/Participation.

Warning (none)

## Field 86: Regular Term Support Services

<b>Submission date:</b>	Fall
<b>Field specifications:</b>	Eight-character
<b>Record position/type:</b>	667-674, Boolean (integer)
<b>Warehouse name/type:</b>	MESupportServiceCode
<b>SIF Tag:</b>	<>

**Code/format:** This is a unique eight-position field using either a 0 or 1 in the proper position (NNNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a migrant student receiving health and dental services would be assigned a code of 00011000. This allows for multiple occurrences.

For students receiving migrant support services.

10000000	Supporting Guidance/Counseling (first position)
01000000	Social Work, Outreach/Advocacy (second position)
00100000	Prevention Education (third position)
00010000	Health (fourth position)
00001000	Dental (fifth position)
00000100	Eye Care (sixth position)
00000010	Pupil Transportation (seventh position)
00000001	Other (eighth position)

**Definition:** This is the student's type of support service during the regular term. Include only those support services provided in whole or in part with Migrant Education Program (MEP) funds. Do not count the number of service interventions per student, such as the number of guidance sessions or doctor visits per student.

**Programming edits:** Ensure that the student is in the seventh position in the "Program Participation" (Field #29). Error check to ensure a valid code is in this field and is not out of range.

Fatal errors occur when the field contains an invalid value, or contains a valid value and zero is in the seventh position of Field #29: Program Eligibility/Participation.

Warning (none)

## Field 87: Summer Term/Intersession Instructional Services

**Submission date:** Fall

**Field specifications:** Seven-character

**Record position/type:** 675-681, Boolean (integer)

**Warehouse name/type:** MEInstructionalServiceCode

**SIF Tag:** <>

**Code/format:** This is a unique seven-position field using either a 0 or 1 in the proper position (NNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student receiving ESL instruction would receive a code of 0100000. If the same student were also receiving instruction in science, the code would be 0101000. This allows for multiple occurrences.

For students enrolled in migrant summer services.

1000000	Reading/Language Arts (first position)
0100000	English (ESL) for LEP Students (second position)
0010000	Mathematics (third position)
0001000	Science (fourth position)
0000100	Social Studies (fifth position)
0000010	Vocational/Career (sixth position)
0000001	Other (seventh position)

**Definition:** This is the student's instructional service during the summer term, intersessions, or home-based instruction. Include only those instructional services provided in whole or in part with MEP funds. Do not count the number of service interventions per student, such as the number of tutorial sessions in a given subject.

**Programming edits:** Ensure that the student is in the seventh position in the "Program Participation" (Field #29). Error check to ensure a valid code is in this field and not out-of-range.

Fatal errors occur when the field contains an invalid value, or contains a valid value and zero is in the seventh position of Field #29: Program Eligibility/Participation.

Warning (none)

## Field 88: Summer Term/Intersession Support Services

**Submission date:** Fall

**Field specifications:** Eight-character

**Record position/type:** 682-689, Boolean (integer)

**Warehouse name/type:** MESupportlServiceCode

**SIF Tag:** <>

**Code/format:** This is a unique eight-position field using either a 0 or 1 in the proper position (NNNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a migrant student receiving health and dental services would be assigned a code of 00011000. This allows for multiple occurrences.

For students receiving migrant support services.

10000000	Supporting Guidance/Counseling (first position)
01000000	Social Work, Outreach/Advocacy (second position)
00100000	Prevention Education (third position)
00010000	Health (fourth position)
00001000	Dental (fifth position)
00000100	Eye Care (sixth position)
00000010	Pupil Transportation (seventh position)
00000001	Other (eighth position)

**Definition:** This is the student's type of support service during the summer term or intersession. Include only those support services provided in whole or in part with MEP funds. Do not count the number of service interventions per student, such as the number of guidance sessions or doctor visits per student.

**Programming edits:** Ensure that the student is in the seventh position in the "Program Participation" (Field #29). Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value, or contains a valid value and zero is in the seventh position of Field #29: Program Eligibility/Participation.

Warning (none)



## Field 89: Funding for Service/Program

<b>Submission date:</b>	Fall
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	690, integer
<b>Warehouse name/type:</b>	FundingCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a one-position field (N).  1 Title I Part A 2 Title I Part C 3 Both

**Definition:** Indicate the type of funding used for the program/service this student is receiving.

- 1 Title I Part A. Student is in a service/program fully or partially supported with Title I Part A funds.
- 2 Title I Part C. Student is in a service/program fully or partially supported with Title I Part C funds.
- 3 Both. Student is in a service/program fully or partially supported with both Title I funding sources.

**Programming edits:** Error check to ensure a valid code is not out of range.

Fatal errors occur when an invalid value is in the field.

Warning (none)

## Field 90: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** Two-character

**Record position/type:** 691-692

**Warehouse name/type:** StuOptFldMEP

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

**Structure for Title I Students  
in  
Targeted Assistance Schools Programs  
(excluding Schoolwide Programs)**

## Field 91: TAS Instructional Services

**Submission date:** Fall, Spring, EOY

**Field specifications:** Seven-character

**Record position/type:** 693-699, Boolean (integer)

**Warehouse name/type:** TASInstructServicesCode

**SIF Tag:** <>

**Code/format:** This is a unique seven-position field using either a 0 or 1 in the proper position (NNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student receiving instruction in English (ESL) for LEP students would receive a code of 0100000. If the same student were also receiving instruction in science, the code would be 0101000. This allows for multiple occurrences.

For students enrolled in instructional services.

1000000	Reading/Language Arts (first position)
0100000	English (ESL) for LEP Students (second position)
0010000	Mathematics (third position)
0001000	Science (fourth position)
0000100	Social Studies (fifth position)
0000010	Vocational/Career (sixth position)
0000001	Other (seventh position)

**Definition:** This is the Title I instructional service received by the student in a Targeted Assistance Schools program. Include only those instructional services provided in whole or in part with Title I funds. Schoolwide programs (SWP) are collected via the School Infrastructure Database (SID).

**Programming edits:** Ensure that the student is in the first position in the “Program Participation” (Field #29). Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value.

A warning is issued when the field is blank, and a number 1 is in the first position of Field #29: Program Eligibility/Participation.

Warning message: Verify that the student is not in a Title I (TAS) Program.

## Field 92: TAS Support Services

**Submission date:** Fall, Spring, EOY

**Field specifications:** Eight-character

**Record position/type:** 700-707, Boolean (integer)

**Warehouse name/type:** TASSupportServicesCode

**SIF Tag:** <>

**Code/format:** This is a unique eight-position field using either a 0 or 1 in the proper position (NNNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student receiving health and dental services would be assigned a code of 00011000. This allows for multiple occurrences.

For students receiving support services.

10000000	Supporting Guidance/Counseling (first position)
01000000	Social Work, Outreach/Advocacy (second position)
00100000	Prevention Education (third position)
00010000	Health (fourth position)
00001000	Dental (fifth position)
00000100	Eye Care (sixth position)
00000010	Pupil Transportation (seventh position)
00000001	Other (eighth position)

**Definition:** This is the Title I support service received by the student in a Targeted Assistance Schools program. Include only those support services provided in whole or in part with Title I funds.

**Programming edits:** Ensure that the student is in the first position in the “Program Participation” (Field #29). Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value.

A warning is issued when the field is blank, and a number 1 is in the first position of Field #29: Program Eligibility/Participation.

Warning message: Verify that the student is not in a Title I (TAS) Program.

## Field 93: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** One-character

**Record position/type:** 708

**Warehouse name/type:** StuOptFldTAS

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

**Structure for  
At-Risk Students  
(Section 31a)**

## Field 94: Instructional Services for At-Risk Students (Section 31a)

<b>Submission date:</b>	F <u>all</u> , Spring, E <u>OY</u>
<b>Field specifications:</b>	Two-character, leading zero, six occurrences separated into two, two-byte sectors, padded with blanks
<b>Record position/type:</b>	709-720, integer
<b>Warehouse name/type:</b>	ARInstructionalServicesCode
<b>SIF Tag:</b>	◁
<b>Code/format:</b>	The Section 31a instructional service the at-risk pupil is receiving (NNNNNNNNNNNN)

**Definition:** Identify up to six instructional services provided to the at-risk student. At-risk students are those students receiving Section 31a funds (see State School Aid Act, section 388.1631a, paragraph 14).

01	Adult Education
02	Alternative Education Programs
03	Bilingual/ESL Instructional Programs
04	Certified Teachers: Language Arts
05	Certified Teachers: Math
06	Certified Teachers: Science
07	Certified Teachers: Social Studies
08	Computer Assisted Instruction (Technology)
09	Extended Day
10	Extended Year/Summer Programs
11	Help One Student to Succeed (HOSTS)
12	Higher Order Thinking Skills (HOTS)
13	Kindergarten, Full Day/1st-Grade Alternative Programs
14	Operation Graduation/Dropout Prevention Programs
15	Paraprofessionals
16	Reading Recovery
17	Reduced Class Size (K-6 only)
18	Saturday Programs
19	School-to-Work Programs
20	Study Skills
21	Teen Pregnancy Instructional Programs
22	Test-Taking Skills (MEAP, etc.)
23	Tutoring Programs
24	Volunteer Tutoring (excluding HOSTS and Extended Day Tutoring)
25	Other

**Programming edits:** Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when an invalid value is in the field. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)



## Field 95: Support Services for At-Risk Students (Section 31a)

<b>Submission date:</b>	<u>F</u> all, Spring, <u>E</u> o <u>Y</u>
<b>Field specifications:</b>	Two-character, leading zero, four occurrences separated into two, two-byte sectors, padded with blanks
<b>Record position/type:</b>	721-728, integer
<b>Warehouse name/type:</b>	ARSupportServicesCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	The Section 31a support service the at-risk pupil is receiving (NNNNNNNN)

**Definition:** Identify up to four support services provided to the at-risk student.

- 01 Breakfast Program
- 02 Code retired
- 03 Behavior Management and Training Programs
- 04 Counseling Services
- 05 Home/School Liaison Programs
- 06 Mentoring Programs
- 07 Nursing/Mental Health/Health Services
- 08 Police Officer Awareness/Liaisons
- 09 Social Work Services
- 10 Student Management and Training Programs
- 11 Teen Parenting Programs
- 12 Transportation
- 13 Other

**Program edits:** Error check to ensure a valid code is not out of range. Code is no longer an allowable cost for Section 31a At-Risk funds as specified in the State School Aid Act 388.1631a.

Fatal errors occur when an invalid value is in the field, or when code 02 is used. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

## Field 96: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** One-character

**Record position/type:** 729

**Warehouse name/type:** StuOptFld

**SIF Tag:** <>

**Code/format:** Fill with blank.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 97: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** One-character

**Record position/type:** 730

**Warehouse name/type:** StuOptFldAR

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record

**Structure for  
Adult Education Participants**

## Field 98: Adult Education Participant Funding

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	731, integer
<b>Warehouse name/type:</b>	ParticipantFundingCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Categories of funding for participant (N)  1 Participant is state funded only for adult education. 2 Participant is both state <b>and</b> federally funded for adult education.

**Definition:** The participant in adult education is funded through a state, or a state and federal funding source(s).

**Programming edits:** Ensure that the participant is in the eighth position in the “Program Participation” (Field #29). Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid number, or is blank and a valid value is in the eighth position of Field #29: Program Eligibility/Participation.

Warning (none)

## Field 99: Adult Education FTE in July (State Membership)

<b>Submission date:</b>	Fall
<b>Field specifications:</b>	Five-character, three occurrences, separated into three, five-byte sectors, blanks accepted
<b>Record position/type:</b>	732-746, decimal
<b>Warehouse name/type:</b>	FTEProgramCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	<p>The structure consists of a one-digit code followed by a four-digit FTE number (NN.NNNN.NNNN.NN).</p> <ol style="list-style-type: none"><li>1 Adult Basic Education (ABE) followed by FTE</li><li>2 English as a Second Language (ESL) followed by FTE</li><li>3 General Education Development Preparation (GED) followed by FTE</li><li>4 High School Completion (HSC) followed by FTE</li><li>5 Job or Employment Training followed by FTE</li><li>6 Michigan Career and Technical Institute (MCTI) followed by FTE</li><li>7 Participants permanently expelled under School Code Act 380.1311 or 380.1311A</li></ol>

**Definition:** Indicate the participant's program and FTE level(s). The first digit identifies the program of the participant. The next four digits are the FTE that the participant spends in each program area. A participant's FTE may be proportionally reported under a maximum of three of any of the Program Categories. For example, a participant in an adult basic education program "1" with .60 FTE would be coded as 10.60. The eligible student is participating in one of the following adult education programs:

*Adult Basic Education (ABE) eligibility.* The participant must be 20 years of age or older by September 1 and must not hold a high school diploma or general education development certificate.

The participant is determined, by appropriate assessment, to be below ninth-grade level in reading, mathematics, or both, or lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Michigan Department of Education-approved test.

Such a participant may be counted until the participant is at or above ninth-grade level in reading and mathematics, or until the individual fails to progress on two successive assessments after having completed 450 hours of instruction.

*English as a Second Language (ESL) eligibility.* The participant is determined, by appropriate assessment, to lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Department-approved test. A person with a GED or a high school diploma can be enrolled in ESL as a participant at any age.

Such a participant may be counted until the individual tests as having basic English proficiency or until the individual fails to show progress on two successive assessments after having completed 450 hours of instruction.

*General Education Development Preparation (GED Prep)* eligibility. The participant must be 20 years of age or older by September 1, and must not hold a high school diploma or a GED certificate. The participant must be tested every 90 hours of attendance.

Such a participant may be counted until the individual passes the general education development exam or until the individual fails to show progress in two successive tests used to determine readiness to take the GED exam after having completed 450 hours of instruction.

*High School Completion (HSC)* eligibility. The participant must not already hold a high school diploma. The individual must be 20 years of age by September 1. Participants 18 and older with a GED may be enrolled.

Such a participant may be counted until s/he earns a high school diploma or until the participant fails to earn credit for two successive semesters or terms in which the participant is enrolled after having completed 900 hours of instruction.

*Job or Employment Training Referred by Employer* eligibility. The participant must be less than 20 years of age on September 1, must hold a high school diploma or General Education Development certificate, must not be attending an institute of higher education and must be referred by his/her employer.

The participant must be in need of remedial mathematics and/or communication art skills and must be assessed every 90 hours of attendance by an appropriate assessment instrument.

Such a participant may be counted until the participant achieves the requisite skills as determined by appropriate assessment instruments or until the participant fails to show progress on two successive assessments after having completed 450 hours of instruction.

*Michigan Career and Technical Institute (MCTI)*. The participant is less than 20 years of age as of September 1 and is enrolled in the Michigan Career and Technical Institute (MCTI).

*Participants permanently expelled under School Code Act 380.1311 or 380.1311a.* Effective July 25, 2002, under Public Act 521, a school district may enroll 16- to 19-year-olds in the adult education program, and count them as participants, if the district can show that these individuals were expelled under the State Mandated Expulsion (Revised School Code 380.1311 or 380.1311a) and there is no alternative education program available to these individuals. The individual must be at least 16 years of age but less than 20 on September 1 of the current school year. The individual must not hold a G.E.D. certificate or a high school diploma.

**Common entry errors:** Rounding to whole numbers.

**Programming edits:** If the field is less than 0.00, or greater than 1.00, or when the one-digit program code is out of range (including 0) without an FTE, a *fatal error* is reported.

Fatal errors occur when the field contains values less than 0.0 or greater than 1.0; or the field is blank, Field #29: Program Eligibility/Participation has a valid value in the eighth position, and the count cycle is Fall.

Warning (none)

## Field 100: Adult Education FTE in September (State Membership)

<b>Submission date:</b>	Fall
<b>Field specifications:</b>	Five-character, three occurrences, separated into three, five-byte sectors, blanks accepted
<b>Record position/type:</b>	747-761, decimal
<b>Warehouse name/type:</b>	FTEProgramCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	<p>The structure consists of a one-digit code followed by a four-digit FTE number (NN.NN).</p> <ol style="list-style-type: none"><li>1 Adult Basic Education (ABE) followed by FTE</li><li>2 English as a Second Language (ESL) followed by FTE</li><li>3 General Education Development Preparation (GED) followed by FTE</li><li>4 High School Completion (HSC) followed by FTE</li><li>5 Job or Employment Training followed by FTE</li><li>6 Michigan Career and Technical Institute (MCTI) followed by FTE</li><li>7 Participants permanently expelled under School Code Act 380.1311 or 380.1311A</li></ol>

**Definition:** Indicate the participant's program and FTE level(s). The first digit identifies the program of the participant. The next four digits are the FTE that the participant spends in each program area. A pupil's FTE may be proportionally reported under a maximum of three of any of the program categories. For example, a participant in an adult basic education program "1" with .60 FTE would be coded as 10.60. The eligible student is participating in one of the following adult education programs:

*Adult Basic Education (ABE) eligibility.* The participant must be 20 years of age or older by September 1 and must not hold a high school diploma or general education development certificate.

The participant is determined, by appropriate assessment, to be below ninth-grade level in reading, mathematics, or both, or lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Michigan Department of Education-approved test.

Such a participant may be counted until the participant is at or above ninth grade level in reading and mathematics, or until the individual fails to progress on two successive assessments after having completed 450 hours of instruction.

*English as a Second Language (ESL) eligibility.* The participant is determined, by appropriate assessment, to lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Department-approved test. A person with a GED or a high school diploma can be enrolled in ESL as a participant at any age.



Such a participant may be counted until the individual tests as having basic English proficiency or until the individual fails to show progress on two successive assessments after having completed 450 hours of instruction.

*General Education Development Preparation (GED Prep)* eligibility. The participant must be 20 years of age or older by September 1, and must not hold a high school diploma or a GED certificate. The participant must be tested every 90 hours of attendance.

Such a participant may be counted until the individual passes the general education development exam or until the individual fails to show progress in two successive tests used to determine readiness to take the GED exam after having completed 450 hours of instruction.

*High School Completion (HSC)* eligibility. The participant must not already hold a high school diploma. The individual must be 20 years of age by September 1. Participants 18 and older with a GED may be enrolled.

Such a participant may be counted until s/he earns a high school diploma or until the participant fails to earn credit for two successive semesters or terms in which the participant is enrolled after having completed 900 hours of instruction.

*Job or Employment Training Referred by Employer* eligibility. The participant must be less than 20 years of age on September 1, must hold a high school diploma or General Education Development certificate, must not be attending an institute of higher education and must be referred by his/her employer.

The participant must be in need of remedial mathematics and/or communication art skills and must be assessed every 90 hours of attendance by an appropriate assessment instrument.

Such a participant may be counted until the participant achieves the requisite skills as determined by appropriate assessment instruments or until the participant fails to show progress on two successive assessments after having completed 450 hours of instruction.

*Michigan Career and Technical Institute (MCTI)*. The participant is less than 20 years of age as of September 1 and is enrolled in the Michigan Career and Technical Institute (MCTI).

*Participants permanently expelled under School Code Act 380.1311 or 380.1311a.* Effective July 25, 2002, under Public Act 521, a school district may enroll 16- to 19-year-olds in the adult education program, and count them as participants, if the district can show that these individuals were expelled under the State Mandated Expulsion (Revised School Code 380.1311 or 380.1311a) and there is no alternative education program available to these individuals. The individual must be at least 16 years of age but less than 20 on September 1 of the current school year. The individual must not hold a G.E.D. certificate or a high school diploma.

**Common entry errors:** Rounding to whole numbers.

**Programming edits:** If the field is less than 0.00, or greater than 1.00, or when the one-digit program code is out of range (including 0) without an FTE, a *fatal error* is reported.

Fatal errors occur when the field contains values less than 0.0 or greater than 1.0; or the field is blank, Field #29: Program Eligibility/Participation has a valid value in the eighth position, and the count cycle is Fall.

Warning (none)

## Field 101: Adult Education FTE in February (State Membership)

<b>Submission date:</b>	Spring
<b>Field specifications:</b>	Five-character, three occurrences, separated into three, five-byte sectors, blanks accepted
<b>Record position/type:</b>	762-776, decimal
<b>Warehouse name/type:</b>	FTEProgramCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	<p>The structure consists of a one-digit code followed by a four-digit FTE number (NN.NN).</p> <ol style="list-style-type: none"><li>1 Adult Basic Education (ABE) followed by FTE</li><li>2 English as a Second Language (ESL) followed by FTE</li><li>3 General Education Development Preparation (GED) followed by FTE</li><li>4 High School Completion (HSC) followed by FTE</li><li>5 Job or Employment Training followed by FTE</li><li>6 Michigan Career and Technical Institute (MCTI) followed by FTE</li><li>7 Participants permanently expelled under School Code Act 380.1311 or 380.1311A</li></ol>

**Definition:** Indicate the participant's program and FTE level(s). The first digit identifies the program of the participant. The next four digits are the FTE that the participant spends in each program area. A pupil's FTE may be proportionally reported under a maximum of three of any of the program categories. For example, a participant in an adult basic education program "1" with .60 FTE would be coded as 10.60. The eligible student is participating in one of the following adult education programs:

*Adult Basic Education (ABE) eligibility.* The participant must be 20 years of age or older by September 1 and must not hold a high school diploma or general education development certificate.

The participant is determined, by appropriate assessment, to be below ninth-grade level in reading, mathematics, or both, or lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Michigan Department of Education-approved test.

Such a participant may be counted until the participant is at or above ninth-grade level in reading and mathematics, or until the individual fails to progress on two successive assessments after having completed 450 hours of instruction.

*English as a Second Language (ESL) eligibility.* The participant is determined, by appropriate assessment, to lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Department-approved test. A person with a GED or a high school diploma can be enrolled in ESL as a participant at any age.

Such a participant may be counted until the individual tests as having basic English proficiency or until the individual fails to show progress on two successive assessments after having completed 450 hours of instruction.

*General Education Development Preparation (GED Prep)* eligibility. The participant must be 20 years of age or older by September 1, and must not hold a high school diploma or a GED certificate. The participant must be tested every 90 hours of attendance.

Such a participant may be counted until the individual passes the general education development exam or until the individual fails to show progress in two successive tests used to determine readiness to take the GED exam after having completed 450 hours of instruction.

*High School Completion (HSC)* eligibility. The participant must not already hold a high school diploma. The individual must be 20 years of age by September 1. Participants 18 and older with a GED may be enrolled.

Such a participant may be counted until s/he earns a high school diploma or until the participant fails to earn credit for two successive semesters or terms in which the participant is enrolled after having completed 900 hours of instruction.

*Job or Employment Training Referred by Employer* eligibility. The participant must be less than 20 years of age on September 1, must hold a high school diploma or General Education Development certificate, must not be attending an institute of higher education and must be referred by his/her employer.

The participant must be in need of remedial mathematics and/or communication art skills and must be assessed every 90 hours of attendance by an appropriate assessment instrument.

Such a participant may be counted until the participant achieves the requisite skills as determined by appropriate assessment instruments or until the participant fails to show progress on two successive assessments after having completed 450 hours of instruction.

*Michigan Career and Technical Institute (MCTI)*. The participant is less than 20 years of age as of September 1 and is enrolled in the Michigan Career and Technical Institute (MCTI).

*Participants permanently expelled under School Code Act 380.1311 or 380.1311a.* Effective July 25, 2002, under Public Act 521, a school district may enroll 16- to 19- year-olds in the adult education program, and count them as participants, if the district can show that these individuals were expelled under the State Mandated Expulsion (Revised School Code 380.1311 or 380.1311a) and there is no alternative education program available to these individuals. The individual must be at least 16 years of age but less than 20 on September 1 of the current school year. The individual must not hold a G.E.D. certificate or a high school diploma.

**Common entry errors:** Rounding to whole numbers.

**Programming edits:** If the field is less than 0.00, or greater than 1.00, or when the one-digit program code is out of range (including 0) without an FTE, a *fatal error* is reported.

Fatal errors occur when the field contains values less than 0.0 or greater than 1.0; or the field is blank, Field #29: Program Eligibility/Participation has a valid value in the eighth position, and the count cycle is Spring.

Warning (none)

## Field 102: Adult Education FTE in April (State Membership)

<b>Submission date:</b>	EOY
<b>Field specifications:</b>	Five-character, three occurrences, separated into three, five-byte sectors, blanks accepted
<b>Record position/type:</b>	777-791, decimal
<b>Warehouse name/type:</b>	FTEProgramCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	<p>The structure consists of a one-digit code followed by a four-digit FTE number (NN.NN).</p> <ol style="list-style-type: none"><li>1 Adult Basic Education (ABE) followed by FTE</li><li>2 English as a Second Language (ESL) followed by FTE</li><li>3 General Education Development Preparation (GED) followed by FTE</li><li>4 High School Completion (HSC) followed by FTE</li><li>5 Job or Employment Training followed by FTE</li><li>6 Michigan Career and Technical Institute (MCTI) followed by FTE</li><li>7 Participants permanently expelled under School Code Act 380.1311 or 380.1311A</li></ol>

**Definition:** Indicate the participant's program and FTE level(s). The first digit identifies the program of the participant. The next four digits are the FTE that the participant spends in each program area. A pupil's FTE may be proportionally reported under a maximum of three of any of the program categories. For example, a participant in an adult basic education program "1" with .60 FTE would be coded as 10.60. The eligible student is participating in one of the following adult education programs:

*Adult Basic Education (ABE) eligibility.* The participant must be 20 years of age or older by September 1 and must not hold a high school diploma or general education development certificate.

The participant is determined, by appropriate assessment, to be below ninth-grade level in reading, mathematics, or both, or lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Michigan Department of Education-approved test.

Such a participant may be counted until the participant is at or above ninth-grade level in reading and mathematics, or until the individual fails to progress on two successive assessments after having completed 450 hours of instruction.

*English as a Second Language (ESL) eligibility.* The participant is determined, by appropriate assessment, to lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Department-approved test. A person with a GED or a high school diploma can be enrolled in ESL as a participant at any age.

Such a participant may be counted until the individual tests as having basic English proficiency or until the individual fails to show progress on two successive assessments after having completed 450 hours of instruction.

*General Education Development Preparation (GED Prep)* eligibility. The participant must be 20 years of age or older by September 1, and must not hold a high school diploma or a GED certificate. The participant must be tested every 90 hours of attendance.

Such a participant may be counted until the individual passes the general education development exam or until the individual fails to show progress in two successive tests used to determine readiness to take the GED exam after having completed 450 hours of instruction.

*High School Completion (HSC)* eligibility. The participant must not already hold a high school diploma. The individual must be 20 years of age by September 1. Participants 18 and older with a GED may be enrolled.

Such a participant may be counted until s/he earns a high school diploma or until the participant fails to earn credit for two successive semesters or terms in which the participant is enrolled after having completed 900 hours of instruction.

*Job or Employment Training Referred by Employer* eligibility. The participant must be less than 20 years of age on September 1, must hold a high school diploma or General Education Development certificate, must not be attending an institute of higher education and must be referred by his/her employer.

The participant must be in need of remedial mathematics and/or communication art skills and must be assessed every 90 hours of attendance by an appropriate assessment instrument.

Such a participant may be counted until the participant achieves the requisite skills as determined by appropriate assessment instruments or until the participant fails to show progress on two successive assessments after having completed 450 hours of instruction.

*Michigan Career and Technical Institute (MCTI)*. The participant is less than 20 years of age as of September 1 and is enrolled in the Michigan Career and Technical Institute (MCTI).

*Participants permanently expelled under School Code Act 380.1311 or 380.1311a.* Effective July 25, 2002, under Public Act 521, a school district may enroll 16- to 19-year-olds in the adult education program, and count them as participants, if the district can show that these individuals were expelled under the State Mandated Expulsion (Revised School Code 380.1311 or 380.1311a) and there is no alternative education program available to these individuals. The individual must be at least 16 years of age but less than 20 on September 1 of the current school year. The individual must not hold a G.E.D. certificate or a high school diploma.

**Common entry errors:** Rounding to whole numbers.

**Programming edits:** If the field is less than 0.00, or greater than 1.00, or when the one-digit program code is out of range (including 0) without an FTE, a *fatal error* is reported.

Fatal errors occur when the field contains values less than 0.0 or greater than 1.0; or the field is blank, Field #29: Program Eligibility/Participation has a valid value in the eighth position, and the count cycle is End-of-Year (EOY).

Warning (none)

Beginning EOY 2004, Fields 103 through 108, Adult Education Performance Objectives, are being eliminated. This data is being collected through the Michigan Department of Career Development.

## Field 103: Reserved Field

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	4-character
<b>Record position/type:</b>	792-795
<b>Warehouse name/type:</b>	
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 104: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** 4-character

**Record position/type:** 796-799

**Warehouse name/type:**

**SIF Tag:** <>

**Code/format:** Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.



## Field 105: Reserved Field

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	4-character
<b>Record position/type:</b>	800-803
<b>Warehouse name/type:</b>	
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 106: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** 4-character

**Record position/type:** 804-807

**Warehouse name/type:**

**SIF Tag:** <>

**Code/format:** Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 107: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** 4-character

**Record position/type:** 808-811

**Warehouse name/type:**

**SIF Tag:** <>

**Code/format:** Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.


## Field 108: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** 4-character

**Record position/type:** 812-815

**Warehouse name/type:**

**SIF Tag:** 

**Code/format:** Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 109: Diploma/GED Status (State Membership)

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character, fill with blank
<b>Record position/type:</b>	816, integer
<b>Warehouse name/type:</b>	DiplomaGEDStatusCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	For participant enrolled in adult education programs (N) 1 With GED 2 With diploma 3 Neither GED or diploma

**Definition:** Participant is enrolled and attending a Department-approved program and the participant:

- 1 has received a General Education Development (GED) certificate, or
- 2 has received a high school diploma, or
- 3 has not received a GED and has not graduated from high school.

**Programming edits:** Error check to ensure that the code is not out of range.

Fatal errors occur when the field contains an invalid value.

Warning (none)

## Field 110: Reserved Field

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character
<b>Record position/type:</b>	817-818
<b>Warehouse name/type:</b>	StuOptFldAdEd
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 111: Reserved Field

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Four-character
<b>Record position/type:</b>	819-822
<b>Warehouse name/type:</b>	StuOptFldAdEd
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Pad this field with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Structure for Student Expulsion

Definition of Expulsion for Purposes of SRSD Reporting. Expulsion of students from ~~general education the school district~~ refers to students who have been officially removed by board action from the formal education setting due to any of the codes listed in Field #115 (Incident Type). This would include students placed in an Alternative Educational Setting, for example, as well as those for whom the district continues to provide educational services within the home. Such placements are reported in Field #120 (Follow-up after expulsion).

Expulsion and Exit Codes. Students who are expelled from ~~general education the school district~~ and continue to receive services from the district are not reported as having exited the district. Students who continue to receive services are reported in Field #23 as code '19' (expected to continue in the same school district). Field #24 (Exit Date) would remain blank. This situation will require that Field #120 (Follow-up after Expulsion) contain code '3' (placed in alternative school) or code '7' (instructional services in the home).

~~Special Education Long-Term Suspension/Expulsion. Special Education students who qualified for long-term suspension/expulsion (Fields #47-49) must complete Fields #112-120 in this section.~~

If completing the special education disciplinary infraction fields (Fields 47-49 for spring 2004, or beginning end-of-year 2004, Fields 47a – d or 48), there is no longer a requirement to also complete Fields 112 through 120. This is true *unless* the student has been officially expelled from the school district, that is, disciplinary procedures relevant to students without disabilities have been deemed appropriate and applied in this case.



## Field 112: Date Incident Occurred

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	823-832, integer with slashes
<b>Warehouse name/type:</b>	IncidentDate
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The date used in this field is the day the incident occurred that led to the expulsion.

**Common entry errors:** The entry of the current date instead of the date the incident occurred.

**Programming edits:** Error check to ensure a valid date is in this field and not out-of-range. If this field is used, "Date Expelled" (Field #113) must also contain a valid date.

Fatal errors occur when the field contains an invalid date.

## Field 113: Date Expelled

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	833-842, integer with slashes
<b>Warehouse name/type:</b>	ExpelledDate
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** The date the school board, its designee or hearing officer took action to expel the student from the district. For students with disabilities, expulsion also means an exclusion for more than 10 days (long-term suspension) or for multiple short-term suspensions summing to more than 10 days from his or her educational program, class, transportation, or any aspect of programs or services identified in a student's IEP.

**Common entry errors:** The entry of the current date instead of the actual date the student was expelled.

**Programming edits:** If the student was expelled or if the student has code 10 in the "Exit Status" (Field #23). Error check to ensure a valid date is in this field and not out-of-range. If this field is used, check to ensure the "Date Incident Occurred" (Field #112) and Fields #114 through #120 contain valid data.

Fatal errors occur when an invalid date is in the field; the field is blank, and Field #23: Exit Status contains the value 10; or when this field contains a valid date and Fields 112 and 114-120 contain valid data.

Message: Invalid date encountered, or date is missing.

## Field 114: Length of Expulsion

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Three-character, leading zero when necessary, padded with blanks
<b>Record position/type:</b>	843-845, integer, right-justified
<b>Warehouse name/type:</b>	LengthOfExpulsion
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a three-position field (NNN).  The actual number of school/instructional days the student will not be in an educational setting.

**Definition:** The length of expulsion is the amount of time in instructional days that the student will be out of school because of the expulsion (i.e., for how long was the student expelled). Use 888 if the expulsion was permanent. Use 185 if the expulsion was for a full school year.

**Programming edits:** The number cannot be greater than 185, unless it is the number 888. If this field is used, "Date Expelled" (Field #113) must also contain data.

Fatal errors occur when a value is greater than 185 (with the exception of the number 888); or field is blank, and Field #113: Date Expelled has a valid date.

Message: A value is recorded that is greater than is allowed or value is missing.

Warning (none)

## Field 115: Incident Type

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character, leading zero
<b>Record position/type:</b>	846-847, integer
<b>Warehouse name/type:</b>	IncidentTypeCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	<p>The primary occurrence that led to the student being expelled (NN):</p> <p><b>Violence</b></p> <p>01 Homicide 02 Kidnapping 03 Sexual Assault 04 Robbery 05 Intimidation/Stalking 06 Verbal Assault 07 Physical Assault 08 Aggravated/Felonious Assault 09 Sexual Harassment</p> <p><b>Dangerous Weapons</b></p> <p>20 Handgun 21 Rifle/Shotgun 22 Other Firearms 23 Other Dangerous Weapons</p> <p><b>Prohibited Substances</b></p> <p>30 Drugs/Narcotics 31 Use/Possession of Alcohol</p> <p><b>Prohibited Behaviors</b></p> <p>40 Burglary 41 Larceny/Theft 42 False Alarm 43 Loitering 44 Bomb Threat 45 Truancy 46 Trespassing 47 Breaking and Entering 48 Extortion 49 Graffiti 50 Gambling 51 Refusal to Identify Self 52 Disruption of the Educ Process/Student Protest Demonstration 53 Fraud or Bribery 54 Damage to Property 55 Arson 56 Other Behaviors</p> <p><b>Bias Incidents</b></p> <p>70 Religion 71 Disability 72 Racial/Ethnic Intimidation 73 Sexual Orientation</p>

**Definition:** The primary and most recent reason that led to the expulsion of the student:

*Violence* - Unjust or unwarranted exercise of force, usually with the accompaniment of vehemence, outrage, or fury.

- 01 Homicide - The killing of one human being by another.
- 02 Kidnapping - The unlawful seizure, transportation, and/or detention of a person against her/his will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.
- 03 Sexual Assault- Any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent. Force or coercion can be used or threatened. Use of authority can be a form of coercion. These incidents are further defined in Sections 750.520b to 750.520e and 750.520g of the Michigan Compiled Laws.
- 04 Robbery - The taking or attempting to take anything of value under confrontational circumstances from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- 05 Intimidation/Stalking - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- 06 Verbal Assault - A verbal assault such as name-calling, racial or ethnic slurs, or derogatory statements addressed to others designed to precipitate disruption, incite violence, or impede the school program, as defined by school board policy or Section 1311a(2) of the MCL.
- 07 Physical Assault - Intentionally causing or attempting to cause physical harm to another through force in violence as defined in Section 380.1310(3)(b) and 380.1311a(12)(b) of the MCL.
- 08 Aggravated/Felonious Assault - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- 09 Sexual Harassment - Unwanted, repeated, verbal or physical sexual actions, gestures, or verbal or written comments of a sexual nature which are offensive and objectionable to the recipient, cause discomfort or humiliation and interfere with school performance.

*Dangerous Weapons* - The violation of laws, ordinances or district policy prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, or other deadly weapons.

- 20 Handgun - Use or possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand.
- 21 Rifle/Shotgun - Use of a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder, and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of or a single projectile.

- 22 Other Firearms - Use of a firearm other than a handgun or a rifle/shotgun, including any weapon converted to expel a projectile; any explosive, incendiary, poison gas, bomb, grenade, rocket/missile, mine, or similar device as defined in the Gun-Free Schools Act.
- 23 Other Dangerous Weapons - Use of a dagger, dirk, stiletto, knife with blade over three inches in length, pocket knife opened by mechanical device, iron bar or brass knuckles as defined in Section 380.1313 of the MCL.

*Prohibited Substances*

- 30 Drugs/Narcotics - The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. Does not include tobacco.
- 31 Use or Possession of Alcohol - Unlawful purchasing, manufacturing, transporting, selling, using or possessing intoxicating alcoholic beverages.

*Prohibited Behaviors*

- 40 Burglary - Unlawful entry into a building or other structure, with the intent to commit a crime.
- 41 Larceny/Theft - The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.
- 42 False Alarm - The act of initiating a fire alarm or initiating report warning of a fire or other catastrophe without just cause.
- 43 Loitering - The act of being in or about any school building, or in specifically restricted area of a school building at unauthorized times or without the specific authorization of the school personnel.
- 44 Bomb or Similar Threat - The act of making a bomb or similar threat directed at a school building, other school property or a school-related event as defined in Section 380.1311a(2) of the MCL.
- 45 Truancy - The act of unauthorized absence from school or classes for a specified period as outlined in the district's attendance policy.
- 46 Trespassing - To enter or remain on a public school campus or facility without authorization and with no lawful purpose for entry.
- 47 Breaking and Entering - Unlawful entry into a building or other structure. This applies to school buildings or activities related to school functions.
- 48 Extortion - To unlawfully obtain money, property or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing or through other coercive means.
- 49 Graffiti - The willful or malicious defacement of any public or private property, real or personal, without the consent of the owner or person having custody or control.
- 50 Gambling - The accepting, recording, or registering of bets, or carrying on a game or any other lottery, or playing any game of chance, for money or other item of value.

- 51 Refusal to Identify Self - Refusing to show identification card and/or give correct name when requested to do so by school personnel.
- 52 Disruption of the Education Process/Student Protest Demonstration - Student protest, demonstration or behavior which seriously disrupts any school activity or the orderly and safe operation of the school.
- 53 Fraud or Bribery - The intentional use of deceit, a trick or some dishonest means to deprive another of money, property or a legal right. The giving, offering, promising or requesting a commission, gift, or gratuity to another person with intent to influence action.
- 54 Damage to Property - The willful or malicious destruction, damage, injury, or disfigurement or defacement of any public or private property, real or personal, without the consent of the owner or person having custody or control.
- 55 Arson - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device as defined in Sections 750.71 to 750.80 of the Michigan Compiled Laws.
- 56 Other behaviors that result in expulsion.

*Bias Incidents* - Many of the above offenses/infractions or behaviors indicate a motivation by the student to commit the offense because of his/her bias against a racial, religious, ethnic/national-origin, or sexual-orientation group. Such an act requires sufficient objective facts to conclude that the offender's actions were motivated, in whole or in part, by a bias listed below:

- 70 Religion
- 71 Disability
- 72 Racial/Ethnic Intimidation
- 73 Sexual Orientation

**Programming edits:** If a code in the "Date Expelled" (Field #113) occurs, then this code must be within range. If the code 54 in the above field is used, then Field #118 (Estimated Cost) must be populated.

Fatal errors occur when an invalid value is in the field; the field is blank; or the field is blank, and Field #113: Date Expelled has a valid date. If the code 54 in the above field is used, then Field #118 (Estimated Cost) must be populated. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Invalid value encountered, or value is missing.

Warning (none)

## Field 116: Location of Incident

<b>Submission date:</b>	Fall, Spring and EOY										
<b>Field specifications:</b>	One-character, fill with blank										
<b>Record position/type:</b>	848, integer										
<b>Warehouse name/type:</b>	IncidentLocationCode										
<b>SIF Tag:</b>	<>										
<b>Code/format:</b>	This is a one-position field (N).  <table><tr><td>1</td><td>On school grounds</td></tr><tr><td>2</td><td>On a school vehicle</td></tr><tr><td>3</td><td>A school-related function outside of school property</td></tr><tr><td>4</td><td>A non-school-related function</td></tr><tr><td>5</td><td>Other</td></tr></table>	1	On school grounds	2	On a school vehicle	3	A school-related function outside of school property	4	A non-school-related function	5	Other
1	On school grounds										
2	On a school vehicle										
3	A school-related function outside of school property										
4	A non-school-related function										
5	Other										

**Definition:** Enter the location of the incident that precipitated the expulsion.

- 1 On school grounds. A location in a school building or within the boundaries of school property.
- 2 A location on a school bus or other school-related vehicle.
- 3 A school-related function outside of school property. Any location beyond school boundaries where the school still has responsibility for the student (e.g., on a field trip or at an athletic event).
- 4 A non-school-related function. A function held at a non-school facility with school knowledge (e.g., a senior class picnic or prom dance).
- 5 Other

**Programming edits:** Error check to ensure a valid code is not out of range. If this field is used, "Date Expelled" (Field #113) must also contain a valid date.

Fatal errors occur when an invalid value is in the field; the field is blank, and Field #23: Exit Status contains the value 10; or the field is blank, and Field #113: Date Expelled has a valid date.

Message: Invalid value encountered, or value is missing.

Warning (none)



## Field 117: Time of Incident

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	One-character
<b>Record position/type:</b>	849, integer
<b>Warehouse name/type:</b>	IncidentTimeCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	The time that the incident occurred:  1 During school hours 2 Outside school hours

**Definition:** Indicate whether the incident occurred before, during, or after school hours.

**Programming edits:** Error check to ensure a valid code is not out of range. If this field is used, “Date Expelled” (Field #113), must also contain a valid date.

Fatal errors occur when an invalid value is in the field; or field is blank and Field #113: Date Expelled, has a valid date.

Message: Invalid value encountered, or value is missing.

Warning (none)

## Field 118: Estimated Cost of Property Damage

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Five-character, right-justified, no comma
<b>Record position/type:</b>	850-854, integer
<b>Warehouse name/type:</b>	EstimatedCostOfIncident
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	This is a five-position field (NNNNN).

**Definition:** Indicate the estimated or actual cost of out-of-pocket expense to repair or replace the damaged property as required in MCL 380.1310a(2). The five-digit field is used for costs up to \$99,999.

**Programming edits:** Field may be blank if no damage occurred. If “Incident Type” (Field #115) contains code 54, this field cannot be blank. If this field is used, “Date Expelled” (Field #113), must also contain a valid date.

Fatal errors occur when a value less than zero is reported; if the field is blank and Field #115: Incident Type contains the code 54; or the field is blank, and Field #113: Date Expelled, has a valid date.

Message: A valid amount is expected. Verify that Field #115 is correct, or the value is greater than zero.

Warning (none)

## Field 119: Primary Victim of Incident

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	Two-character, leading zero
<b>Record position/type:</b>	855-856, integer
<b>Warehouse name/type:</b>	PrimaryVictimCode
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	The person to whom the incident was directed (NN)  01 Another student 02 Teacher 03 Administrator 04 Other district staff 05 School-based law enforcement 06 Contractor or non-school personnel 07 School volunteer 08 No victim

**Definition:** Indicate who the primary victim of the incident was.

**Programming edits:** Error check to ensure a valid code is not out of range. If this field is used, “Date Expelled” (Field #113) must also contain a valid date.

Fatal errors occur when an invalid value is in the field; or field is blank and Field #113, Date Expelled has a valid date. Fatal Error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Invalid value encountered, or value is missing.

Warning (none)

## Field 120: Follow-Up after Expulsion

<b>Submission date:</b>	Fall, Spring and EOY																		
<b>Field specifications:</b>	One-character																		
<b>Record position/type:</b>	857, integer																		
<b>Warehouse name/type:</b>	IncidentFollowUpCode																		
<b>SIF Tag:</b>	<>																		
<b>Code/format:</b>	The activity occurring as a result of the expulsion (N).  <table><tr><td>1</td><td>Referred to Community Mental Health</td></tr><tr><td>2</td><td>Student expelled with no educational services</td></tr><tr><td>3</td><td>Placed in Alternative School for Expelled Students</td></tr><tr><td>4</td><td>Referred to Family Independence Agency</td></tr><tr><td>5</td><td>Placed in Strict Discipline Academy - MCL 380.1311(3)</td></tr><tr><td>6</td><td>Referred to Court</td></tr><tr><td>7</td><td>Instructional Services to the Student at Home</td></tr><tr><td>8</td><td>No Referral</td></tr><tr><td>9</td><td>Other</td></tr></table>	1	Referred to Community Mental Health	2	Student expelled with no educational services	3	Placed in Alternative School for Expelled Students	4	Referred to Family Independence Agency	5	Placed in Strict Discipline Academy - MCL 380.1311(3)	6	Referred to Court	7	Instructional Services to the Student at Home	8	No Referral	9	Other
1	Referred to Community Mental Health																		
2	Student expelled with no educational services																		
3	Placed in Alternative School for Expelled Students																		
4	Referred to Family Independence Agency																		
5	Placed in Strict Discipline Academy - MCL 380.1311(3)																		
6	Referred to Court																		
7	Instructional Services to the Student at Home																		
8	No Referral																		
9	Other																		

**Definition:** In addition to a referral to a law enforcement agency (as required in statute) indicate what activity was taken as a result of the expulsion.

1. Referred to Community Mental Health.
2. Student expelled with no educational services.
3. Placed in Alternative School for Expelled Students. The student has not been expelled from the district and continues to receive services in an alternate setting. Field #23: Exit Status, should indicate that the student continues to receive services from the district (code 19).
4. Referred to Family Independence Agency.
5. Placed in Strict Discipline Academy - MCL 380.1311(3).
6. Referred to Court.
7. Instructional Services to the Student at Home. Field #23: Exit Status, should indicate that the student continues to receive services from the district (code 19).
8. No Referral.
9. Other.

**Programming edits:** Error check to ensure a valid code is not out of range. If this field is used, "Date Expelled" (Field #113) must also contain a valid date. When reporting codes 1, 2, 4, 5, 6, 8, or 9, Field #23 must be set to code 10. When reporting codes 3 or 7, Field #23 must be set to code 19 (expected to continue).

Fatal errors occur when an invalid value is in the field and Field #113: Date Expelled, has a valid date. Note: If Field #23 is code 19 and Field #113 has a valid value, only codes 3 and 7 may be used in Field #120.

Message: Invalid value encountered, or value is missing.

Warning (none)

## Field 121: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** Two-character

**Record position/type:** 858-859

**Warehouse name/type:** StuOptFldExpel

**SIF Tag:** <>

**Code/format:** Pad with blanks.

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record

**Structure for  
Single Record Submission Date**

## Field 122: Reserved Field

**Submission date:** Fall, Spring and EOY

**Field specifications:** One-character

**Record position/type:** 860

**Warehouse name/type:** StuOptFld

**SIF Tag:** <>

**Code/format:** Pad with blanks

**Definition:** This is reserved for future use.

No fatal errors.

A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.



## Field 123: Date of Count

<b>Submission date:</b>	Fall, Spring and EOY
<b>Field specifications:</b>	10-character
<b>Record position/type:</b>	861-870, integer with slashes
<b>Warehouse name/type:</b>	MonthOfCount
<b>SIF Tag:</b>	<>
<b>Code/format:</b>	Month, day, and year (MM/DD/CCYY)

This field has a default code. All dates must appear in the following manner: DD must be the number of a day between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

**Definition:** Use the count date (4th Wednesday in September, 2nd Wednesday in February) or the submission date for EOY (typically the last business day of the school year – i.e. the last business day in the month of June) in this field. When revising a student record, use the same count date as the original record you are correcting.

**Programming edits:** There must be a date in this field. Error check to ensure that the date is not out of range, blank, or invalid. If so, a *fatal error* is reported.

Fatal errors occur when an invalid date is in the field.

Message: Check to ensure that the date is not out of range, missing, or not a valid date.

Warning (none)

## Field 124: UIC

**Submission date:** Fall, Spring and EOY

**Field specifications:** 10-character, integer

**Record position/type:** 871-880, Integer

**Warehouse name/type:** UIC

**SIF Tag:** <>

**Code/format:** State-issued student Unique Identification Code (UIC)

**Definition:** This field contains the UIC produced by the Michigan Education Information System (MEIS).

**Programming edits:** Error check to ensure that the UIC is valid.

Fatal errors occur when an invalid number or alpha character is used.

Message: This is not a valid UIC number. Please replace with the student's correct UIC or blanks.

Warning (none)

## Field 125: Program Eligibility/Participation II

**Submission date:** Fall, Spring and EOY

**Field specifications:** 20 character field, blanks not accepted

**Record position/type:** 881-900, Boolean (integer)

**Warehouse name/type:** ProgramParticipationCodeII

**SIF Tag:** <>

**Code/format:** This is a unique twenty position field (NNNNNNNNNNNNNNNNNN) with a default code of '00000000000000000000'. According to student status, report either a '0' or '1' in the proper position. Because this is a multiple occurrence field, the indicator of the code is located by position in the format. For example, an alternative education student would receive a code of 10000000000000000000. This field will allow for multiple occurrences.

Alternative Education (first position)  
 Developmental/Retention Kindergarten (second position)  
 Out-of-State or International Student (third position)  
 21st Century Comm Learning Ctr Prg (21st CCLC) (fourth position)  
 International Student (fifth position)  
 Reserved for future use (sixth position)  
 Reserved for future use (seventh position)  
 Reserved for future use (eighth position)  
 Reserved for future use (ninth position)  
 Reserved for future use (tenth position)  
 Reserved for future use (eleventh position)  
 Reserved for future use (twelfth position)  
 Reserved for future use (thirteenth position)  
 Reserved for future use (fourteenth position)  
 Reserved for future use (fifteenth position)  
 Reserved for future use (sixteenth position)  
 Reserved for future use (seventeenth position)  
 Reserved for future use (eighteenth position)  
 Reserved for future use (nineteenth position)  
 Reserved for future use (twentieth position)

**Default Code:** 00000000000000000000

**Definition:** This field is used to identify what type of categorical program/service the student is eligible for and enrolled in.

10000000000000000000	Alternative Education. Student is currently participating in an alternative education program OR this student has participated in Alternative Education for some period since the previous submission. For alternative education, use Field 19 to report the appropriate grade level for students currently participating in alternative education <b>and</b> report alternative education status in Field 125. Use code '13' in Field 19 only if the alternative education setting in which the student is currently participating
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	is ungraded (these are typically settings in which students do not take the MEAP exam).
01000000000000000000	Student is in a Developmental/Retention Kindergarten program. Report as kindergarten in Field #19 (code '00') <b>also</b> if student is being claimed for FTE.
00100000000000000000	Student attends the district from <u>a state or a province other than Michigan</u> . Resident District code (Field #4) may be left blank. No FTE may be claimed in Fields #18, #40, or #41. <del>out of state or is an international student. Reporting this information allows the appropriate exclusion of such students from various calculations, such as Adequate Yearly Progress, for a particular building or district.</del>
00010000000000000000	21st Century Community Learning Center Program(21st CCLC). Student participated in at least 30 sessions of an after school or summer program funded through a 21st CCLC grant.
00001000000000000000	<u>Student is a foreign student participating in an international student exchange program.</u>
00000100000000000000	Reserved for future use.
00000010000000000000	Reserved for future use.
00000001000000000000	Reserved for future use.
00000000100000000000	Reserved for future use.
00000000010000000000	Reserved for future use.
00000000001000000000	Reserved for future use.
00000000000100000000	Reserved for future use.
00000000000010000000	Reserved for future use.
00000000000001000000	Reserved for future use.
00000000000000100000	Reserved for future use.
00000000000000010000	Reserved for future use.
00000000000000001000	Reserved for future use.
00000000000000000100	Reserved for future use.
00000000000000000010	Reserved for future use.
00000000000000000001	Reserved for future use.

**Programming edits:** Error check to ensure a valid code is in this field and is not out-of-range.

Fatal errors occur when field is blank, or any of the twenty-digit codes are out-of-range. Fatal errors occur if Field #125 is in the third position (Out-of-State student) and Fields #18, #40, or #41 > 0.00.

Message: The twenty-digit code contains at least one blank or contains an invalid number.

Warning (none)